

	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	IV-101
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> ACCESS TO POLICIES	Revised	01/01/03

POLICY

Employees will have access to all Personnel Policy Manuals and appropriate counsel, if necessary, for interpretation of those manuals.

The purpose of this policy is to define the policy whereby employees have an opportunity to view the Personnel Policies and Procedures Manual and the procedure for communicating any change(s).

Access:

Employees will have access to the Human Resources' Policies and Procedures Manual through their supervisor/manager.

Notification

Employees will be notified in a timely manner of any change(s) to the Personnel Policies and Procedures Manual. Notification may be in the form of in service, memos, employee newsletter, e-mail, voicemail etc.

SPONSOR

Director Human Resources

REVIEW CYCLE

3 years