

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 111

Subject: Employee Handbook
Effective Date: November 30, 1981 Review and Re-Issue Date:
Supersedes: NEW APA Rule Number:

1. Authority:

1.1

2. Purpose:

2.1 To state the guidelines for distribution and maintenance of the Employee Handbook.

3. Applicability/Accessibility

3.1

4. Policy

4.1 INTRODUCTION

4.1.1 It is the departmental objective that each employee of the Department will have available to them a comprehensive Employee Handbook. This Handbook will serve as a basic informational guide to all Department employees.

4.1.2 PROCEDURE

Responsibility

Superintendents, Probation and Parole
District Managers

Action

Ensures that each employee of the Vermont Department of Corrections receives and signs a receipt for the "Employee Handbook."

The original receipt will be placed in the employees file.

The duplicate receipt will be given to the employee.

Employee

Familiarize themselves with the contents of the Employee Handbook.

4.1.3 ATTACHMENT:

4.1.3.1 Sign off Form

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants

RECEIPT

I certify that I have received one copy of the book "Working for the Vermont Department of Corrections." I understand that I am responsible to adhere to the information contained in this book.

Signature of Employee

Date

I certify that I have provided one copy of the book "Working for the Vermont Department of Corrections" to the employee whose signature appears above. I have also answered any questions the employee has regarding the book, or have referred the employee to the Department of Corrections Personnel Administrator for further clarification.

Signature

Date