

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: P.S. 1302.90 Personnel Policies

Subject: New Employee Handbook

Policy:

All new employees will receive a New Employee Handbook.

Procedure:

1. New employees will receive an Employee Handbook during their Head Start/Early Head Start orientation.
2. The Employee Handbook will be updated every year during the month of June.
3. If there are any changes during the year before the book is updated, a copy/or discussion will be given/discussed with the new employee.