



EMPLOYEE MANUAL	
Policy Title: Introduction	
Policy No.: 1.0	Section Nos.: 1.0 - 1.4
Approval Date: 01/17/2018	Effective Date: January 2018
Approved By: Board of Directors	

1.0 INTRODUCTION

1.1 Effective Date

This Employee Manual (or "Manual") describes the policies adopted by the Board of Directors of the Ark of Refuge. Because no fundamental terms and conditions of employment have been altered, this Manual applies to all employees, current and future.

Adopted: January 2018

1.2 Administrative Policy

The rules set forth herein for the administration of the personnel system of the Ark of Refuge have as their objectives the provision of a fair and equitable system of personnel management in the Agency and the provision of efficient and economical services to the public. These rules set forth the procedures which ensure similar treatment of people who compete for original employment and promotion. The rules also define the obligations, rights, privileges, benefits, and prohibitions, which apply to all Agency employees. Unless otherwise specifically provided, this Manual does not apply to President or to Board members.

This Manual contains general information about our agency's intentions and your benefits and highlights some of the rules and policies under which the Agency operates. Because it is obvious that not every policy, rule or benefit can be explained in this guide, the provisions in this guide are to be considered as a general summary of some of our rules and benefits. To the extent that this Manual contains statements, which differ from factual provisions of applicable benefit plan documents, the actual provisions of the benefit plan will govern. Subject to applicable law and employee rights, the Agency reserves all rights and discretion to add to, modify, or delete provisions of this Manual or of the Management Operating Procedures. This Manual contains the policies and practices in effect at the time of publication. All previously issued manuals and any inconsistent policies (written or verbal), benefit statements, or memoranda are expressly superseded.

1.3 Administration

The President is the administering authority responsible for all personnel matters, including, but not limited to, the adoption of management operating procedures and interpretation of these rules. The President may delegate as many of these functions to other employees as the President believes appropriate. In the event that the President cannot act, a Vice President shall act as the administering authority. Within the limits of administrative feasibility, recognition shall be given to the fact that employees differ and are distinct from one another, and that no two individuals react alike to reward and discipline or to motivation and encouragement.

1.4 The Merit Principle

The personnel system of the Agency is based on the merit principle. Appointments of all employees of the Agency