

1. **Introduction**

The purpose of the Personnel Policy Manual is to set out the terms and conditions of employment with the Spectrum Society for Community Living (the “Society”). The Personnel Policy Manual is designed to be a working guide for all employees on the day-to-day administration of personnel practices.

All employees are required to read and abide by the terms outlined in the Personnel Policy Manual.

All employees are entitled to view the Personnel Policy Manual at any time, and any amendments, when they occur. The Personnel Policy Manual is available electronically on the Spectrum website (www.spectrumsociety.org – Human Resources tab).

The Society welcomes suggestions for changes to this policy manual. All ideas or suggestions will be given consideration and may come from any employee or person served or family member of the Society.

Recommendations for changes may be submitted at any time to your policy committee representative or to HR. They may choose to discuss your idea with your immediate work group and will then bring the suggestion to the Policy Committee.

The Policy Committee will consolidate all suggestions for change and will meet at periodic intervals. Each request for change will be reviewed for validity, effectiveness and cost implications.