



Riverwell
Personnel Policy Manual

Table of Contents:

Purpose:.....	2
Our Services:.....	2
Employee Classification.....	2
Changes in Policies.....	2
Equal Opportunity.....	3
Work Environment.....	3
Initial Orientation Period.....	3
Time Sheets.....	3
Lunch Break.....	3
Compensation and Time Off.....	4
Pay Day.....	4
Paid Absences.....	4
Sick Leave.....	5
Worker’s Compensation.....	5
Vacation.....	5
Personal.....	5
Jury Duty.....	6
Maternity Leave.....	6
Bereavement.....	6
Other Time Off.....	6
Insurance.....	7
Return to Work.....	7
Resignation.....	7
Performance Evaluations.....	8
Codes of Conducts.....	8
Use of Equipment.....	10
Use of Computer, Phone, and Mail.....	10
Mobile Phones and Pagers.....	10
Use of Internet.....	11
Use of Computer Software.....	11
Smoking Policy.....	11
Alcohol and Substance Abuse.....	11
Appearance.....	11
Promptness.....	12
Personnel Records.....	12
Expenses.....	13
Professional Conferences.....	13
Healthcare Specifics Policies.....	13
Hazardous Materials.....	13
Patient Confidentiality HIPPA.....	15
RECEIPT OF HANDBOOK AND ACKNOWLEDGMENT.....	16