

SECTION 1- INTRODUCTION

PURPOSE

This manual has been developed for you as an employee of *Ozark Opportunities, Inc.* and is intended to answer questions you may have or receive about jobs, benefits and the agency.

This Personnel Policy supersedes any other handbook and/or personnel policies previously issued by *Ozark Opportunities, Inc.* and will be edited and updated from time to time at the discretion of the Board of Directors of *Ozark Opportunities, Inc.*

This manual is not to be construed to be a contract of employment. The employment relationship may be altered at any time by the employee or the agency.

The Board of Directors may set rules and regulations governing the conduct of the employees. The rules, however, are not intended to cover all instances of misconduct.

With regard to vacation, sickness and other fringe benefits outlined herein, it must be understood that these benefits are not required by law nor are they guaranteed by the agency.

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the *Ozark Opportunities, Inc.* Personnel Policy dated November 30, 2017 and as an employee of *Ozark Opportunities, Inc.* agree to abide by the policies as set forth therein; and as revised from time to time.

Employee's Signature

Date

OOI Board of Directors Approval: 11/30/2017
Head Start Policy Council Approval: 10/25/2017
Effective Date: 12/1/2017