

CORNERSTONE BEHAVIORAL HEALTHCARE

PURPOSE OF CORNERSTONE BHC'S EMPLOYEE HANDBOOK

This Employee Handbook contains certain policies and procedures established by Cornerstone BHC to ensure consistent and equitable guidelines for its administration of a salary and benefits program; the recruitment, selection, retention and advancement of employees; and other matters related to employee conduct. Unless stated otherwise, the policies and procedures described in this document apply to all employees, and, where indicated, affiliates of the agency.

This handbook is not intended to constitute a contract between Cornerstone BHC and its employees or otherwise to guarantee employment, and does not restrict Cornerstone BHC's rights and prerogatives in hiring, termination, and disciplinary areas. Cornerstone BHC reserves the right to change or modify all provisions herein when such changes or modifications become necessary. These changes or modifications will be stated in writing and employees will be advised of them in a timely fashion. All employees are encouraged to submit suggestions through their supervisors for new or possible revision of current policy statements.

These policies and procedures are reviewed at least annually and amended from time to time and should not be construed as an employment contract or other guarantee of employment.

All new employees will receive a copy of the Cornerstone BHC's Personnel Manual along with an orientation to the agencies policies and procedures and will document such by their signature.

 2-27-10

Executive Director/Date

Rev. 02-27-10