

Policy & Procedure

Introductory Statement

This manual outlines policies and procedures that will give you important information about working for the organization, which includes Aadvantage Inc.; Arc Human Services and Arc of Washington County. All entities are covered by the policy and procedures herein. Though this manual cannot cover every situation or answer every question about policies and benefits of the organization, it does provide each employee with guidelines for which to work under. Arc Human Services has the right to add new policies, change policies, or cancel policies at any time. It is the employee's responsibility to review and incorporate new policies or adapt to changed or deleted policies according to the time frames given for the change. When used throughout this manual, the name of Arc Human Services refers to Arc Human Services and affiliated organizations AAdvantage Inc. and Arc of Washington. The terms "company", "organization" and/or "agency" refers to Arc Human Services and affiliated organizations AAdvantage Inc. and Arc of Washington.

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