

BOARD POLICY - Executive Limitation

- 1 The OPTIONS Family of Services, Inc., Board of Directors recognizes the importance of recruiting and maintaining highly qualified and capable staff members. Accordingly, the CEO shall not fail to:
 - 1.1 Recruit and maintain sufficient staff members to meet minimum staffing ratio requirements.
 - 1.2 Maintain personnel policies which reflect the current legal obligations on the part of the organization to its employees.
 - 1.3 Maintain job descriptions for each position.
 - 1.4 Maintain confidential employee records.

Adopted: 3-16-04

Revised: 9-11-07