

## BOARD POLICY - Executive Limitation

Human Resources

Policy No. 100.1.3

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- 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:
  - 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.

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