## 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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