1.002. <u>Employee Handbooks</u>

The Personnel Office shall develop, maintain and distribute handbooks to all C.E.S. personnel which describe C.E.S. rules and regulations and employee benefits. Such handbooks are subject to approval by the Executive Director whenever they are revised.

ADOPTED: August 21, 1990

REVISED: October 22, 1992

REVISED: June 1, 2000