

FINANCE & ADMINISTRATION

SUBJECT EMPLOYEE EXPECTATIONS FROM THE WORK PLACE	No. FA-825.00 Effective Date JUNE 01, 1994
Issue Date: 06-01-94	Revision Date: Revision No:

There are four main categories that sum up the expectations of an employee in regards to his/her employer:

AN EMPLOYEE CAN EXPECT:

SAFE AND CLEAN WORK PLACE

- * The work place to be clean and safe,
- * Free from hazardous situations,
- * Clearly stated policies and procedures regarding safety, that are known and understood, and
- * Job duties that will not be detrimental to his/her well being.

COMPENSATION

- * Commensurate with his/her role within the organization,
- * Measured by monetary gain and/or by benefits,
- * Based on the job classification and pay grade, as well as experience, education, and performance, and
- * A requirement to maintain a minimum work standard.

CAREER ADVANCEMENT & TRAINING

- * To be hired into a position closely related to his/her skill level.
- * Training offered to help the employee become more effective and/or efficient at his/her hired job duty.
- * To share the responsibility with management for training for advancement.
- * Training does not automatically mean that the employee will be advanced to a higher pay grade.
- * To take advantage of and seek advancement opportunities.
- * Encouragement from management to advance themselves, where ever the opportunity presents itself.

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TREATMENT AND DISCIPLINE

- * To be treated equally, with respect and fairness by management and coworkers,
- * A work place free from harassment of all forms,
- * Clearly stated policies and procedures for the organization and adherence to such policies,
- * To understand the scope of work and the responsibility of management to discuss the employee's role in the organization,
- * To be recognized (#) when he/she performs above and beyond the scope of his/her work,
- * Awareness of the disciplinary process if they fail to abide by the policies or meet their job duties, and
- * To maintain a professional attitude and demeanor.

(#) Recognition may be in the form of verbal acknowledgement, letter to the employee's Personnel file, certificate of appreciation, or acknowledgment before peers.

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