

This page is intended to be the first page of the Handbook. Placement elsewhere in the Handbook by the team member does not alter its importance or centrality to the Handbook.

## Bethany Life Communities Team Member Handbook

This handbook will introduce you to the policies under which you will work and will serve as a reference when you have questions regarding the policies and rules of administration.

***Your employment at Bethany Life Communities is “at will,” which means it can be severed by either you or Bethany Life Communities at any time with or without cause.***

***This handbook is a guide. It is not intended to create a contract of employment between you and Bethany Life Communities, and you should not expect it to do so.***

***Bethany Life Communities reserves the right to change the terms of this handbook at any time without prior notice.***

***This handbook supercedes all previous employee manuals or handbooks. Upon promulgation, or distribution, it becomes the only handbook or manual in effect.***

**The format of this team member handbook** is to be used as loose-leaf so that as policies are added, deleted, or revised, pages may be added or removed. It is recommended that as new pages are added, each is to be placed in alphabetical order by Policy/Page Title (lower left box of the table at the top of each page). This will make locating by title easier.

If you have any question(s) about a policy or procedure as it is outlined in this handbook, feel free to confer with a member of the Human Resources staff.