

H. R. CHOICES, INC.

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Attention all staff:

Please insert the following addendum to your 2024 Employee Handbook on Page 39.

Effective immediately, we've added the following policy to the Employee Handbook:

Administering Medication

If you are identified as having a medication error, you must be scheduled for a medication re-train within 48 hours. Management will make contact with you to schedule. If you are not available to re-train within 48 hours, you will be taken off of the schedule until the re-training is completed.