

Attention all staff:

Please insert the following addendum to your 2026 Employee Handbook on Page 17.

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

Disciplinary Points System

Each group offense has a point amount attached to it. These points will be accumulated throughout a 12 month period. As stated in the Raise Tier Program, the number of write ups given will be reflective of staff receiving a raise or not. Not only will wage increases be in jeopardy but also your ability to work for H.R. Choices, Inc. Please see the point system below for actions taken based upon reaching a certain amount of disciplinary points