

Procedures: Employee Web Page

Date Written: 08/09

Date Revised:

Sumlar Therapy Services, Inc.

The company has a private, password protected web page for employees. This site has been created for several functions, including: improving communication; providing convenient access to forms, policies, and procedures; and providing links for resources.

Employees can access this page by going to Sumlar Therapy's website, www.sumlartherapy.com. The link to the employee page is in the bottom right-hand corner of the home page. Click on the link, enter your user name and password exactly as you provided it to the Executive Director.

Employees should check the website page weekly for new announcements. It is the employee's responsibility to read the announcements and stay up-to-date with communications posted on the website.