

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 06/80	SECTION: Administrative	
BOARD APPROVED ON: 06/80	DATE REVISED: 09/16/18, 08/12/2020. 09/09/2026	SUBJECT: Work Schedule	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 06/22/18, 08/12/2020, 09/09/2026		POLICY #: EA-013	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to set work schedules for employees.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Writes and posts schedules at least 2 weeks in advance.

Employee

2. Employees electronically clock in/out at the beginning and end of each shift.

Program Supervisor

3. Reviews hours submitted against posted schedule, approves or disapproves hours entered, assures sick and vacation requests are supported by formal leave requests electronically.
4. Approves electronic record of time worked for employees.

Senior Account Clerk

5. Process payroll at the end of the pay period. Creates check register for approval.

Executive Director

6. Reviews and signs check register.