

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 06/04/80	SECTION: Human Resources	
BOARD APPROVED ON: 06/04/80	DATE REVISED: 02/25/16, 12/09/20, 03/25/24, 08/26/26	SUBJECT: Work Schedule	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 03/20/19, 12/09/20, 03/17/21, 03/25/24, 08/26/26		POLICY #: ED-047	PAGE #: 1 of 2

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 post scheduled work hours for all employees.

III. DEFINITIONS

In-person work: work performed at the work site.

Remote work: work performed outside the traditional work site; for example, the employee's home.

IV. STANDARDS

The executive committee has reviewed all job descriptions to determine which qualify for remote work.

The following jobs do not qualify for remote work:

- Residential assistant program supervisor
- Residential technician II
- Residential technician I
- Community based assistant program supervisor
- Community based program support
- Community based team coordinator
- Community based support worker

The following jobs may qualify for remote work:

- Residential program supervisor
- Community based program supervisor
- Executive director
- Division director
- Executive secretary
- Outreach coordinator

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- Human resources manager
- Finance director
- Senior account clerk
- Accounts Payable/Receivable Clerk

Approval of remote work is contingent upon work assignments available to be safely done remotely. All other policies pertaining to accessing information and using agency technology must be adhered to.

Employees may choose to use sick or vacation paid time off. However, if paid time off is not used to supplement lost hours, the time off will be unpaid.

V. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor	1. Post work schedule at least two (2) weeks in advance.
Employee	2. Requests schedule changes of program supervisor in writing.
Program Supervisor	3. Acts on request in writing, changes are not official unless program supervisor notifies employee in writing.
Employee	4. Notifies direct supervisor of any illness, symptoms, positive test results.
Supervisor	5. Notifies human resources of above information.
Human resources manager	6. Following appropriate procedures, determines if the employee may be eligible for remote work.
Supervisor	7. Notifies employee if approved to work remotely, and coordinates assignments.