

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 12/3/81	SECTION: Administrative	
BOARD APPROVED ON: 1/30/82	DATE REVISED: 12/20/17, 4/25/2023	SUBJECT: Exceptions to Program and Personnel Policies	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/20/17; 11/21/18, 09/16/2020, 9/16/2022, 4/25/2023		POLICY #: EA-003	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 shall be the policy of the Blue Water Developmental Housing to consider and if warranted allow individual exceptions to personnel or program policies and procedures for extraordinary circumstances.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Shall inform their supervisor, in writing, of the request and rationale for an adjustment(s) in the personnel or program policies.

Program Supervisor

2. Attaches written recommendation within 7 working days of employee request and forwards to appropriate division director.

Division Director

3. Shall provide a written determination within 7 days to the executive director.

Executive Director

4. Reviews request and written determination from division director and responds within 7 days.

5. Forwards decision to division director and human resources manager

Human Resource Manager/Designee

6. Meets with employee, program supervisor, and division director for review of exception to the policy.

7. Obtains all required signatures (i.e., employee, program supervisor, division director)

8. Places exception to the policy in personnel file.