

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 01/03	SECTION: Administrative	
BOARD APPROVED ON: 02/13/03	DATE REVISED: 07/26/17, 01/2/19, 4/26/2023, 10/11/2023	SUBJECT: Policy Development and Review	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/26/17, 06/22/18, 01/02/19, 03/17/2021, 3/17/2023, 10/11/2023		POLICY #: EA-009	PAGE #: 1 of 3

I. APPLICATION

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

II. POLICY

It is the policy of Blue Water Developmental Housing, Inc. to develop, review and revise policies in accordance with the procedures outlined below. Policy manual will be in electronic format and shared on the organization website.

Policies will be reviewed and revised as deemed necessary and at a minimum every 2 years.

III. DEFINITIONS

Policy: A document that contains the board of director's policy statement and procedures that it approves or designates approval to the executive director. All new policies and policy reviews resulting in change must be authorized by BWDH's executive director prior to implementation. Certain policies require board approval as defined below.

1. Policy requiring board approval: Any new policy, policies affecting the legal status of the organization as well as significant changes to policies require review by the BWDH board of directors.

Standard: An authoritative directive establishing an expectation of conduct or procedure.

Procedure: Actions taken by a designated individual that operationalizes the Board's policy statement.

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 01/03	SECTION: Administrative	
BOARD APPROVED ON: 02/13/03	DATE REVISED: 07/26/17,01/2/19, 4/26/2023, 10/11/2023	SUBJECT: Policy Development and Review	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/26/17, 06/22/18, 01/02/19, 03/17/2021, 3/17/2023, 10/11/2023		POLICY #: EA-009	PAGE #: 2 of 3

IV. NOTIFICATION/PROCEDURE

NEW POLICY

WHO

Division Director/
Human Resources Manager

Policy Committee

Human Resources Manager

Administrative Services
Division Director

Executive Team

Administrative Services
Division Director

DOES WHAT

1. Develops new policy.
2. Draft policies are reviewed by Policy Committee.
3. Review policies and forwards feedback to human resources manager within 10 business days.
4. Reviews and forwards revisions via email to administrative services division director for review.
5. Reviews revisions and submits to executive team for approval.
6. Reviews final draft within 15 days of receipt.
7. Authorizes final draft for implementation or presentation to the board.

EXISTING POLICY

WHO

Administrative Services
Division Director

DOES WHAT

1. Assigns policies to be reviewed by the CARF Committee.
2. Forwards policy to CARF Committee via email one week prior to meeting.

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 01/03	SECTION: Administrative	
BOARD APPROVED ON: 02/13/03	DATE REVISED: 07/26/17,01/2/19, 4/26/2023, 10/11/2023	SUBJECT: Policy Development and Review	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/26/17, 06/22/18, 01/02/19, 03/17/2021, 3/17/2023, 10/11/2023		POLICY #: EA-009	PAGE #: 3 of 3

Administrative Services
Division Director

3. Reviews and forwards revisions via email to executive director for review.

Executive Director

4. Reviews final draft within 15 days of receipt.

5. Authorizes final draft for implementation or presentation to the board.

IF BOARD APPROVAL REQUIRED

WHO

DOES WHAT

Board of Directors

8. Acts on policies. If policy is approved, follow next step. If not approved, policy sent to human resources manager for requested revisions.

Administrative Services
Division Director

9. Copies policy to policy manual, upload policy to website and provides a policy to all manual holders.

10. Ensure that policies are reviewed as required by funding sources, accrediting bodies and regulatory agencies and at least annually.