

**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	SUBJECT: Wage and Salary Schedules	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 06/22/18, 08/12/2020		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 wage and salary schedules for employees.

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Employee	1. Enters hours worked in electronic record keeping at the end of every shift and submits the entire record of hours worked to program supervisor at the end of the pay period.
Program Supervisor	2. Reviews hours submitted against posted schedule, approves or disapproves hours entered, assures sick and vacation requests are supported by formal leave requests. 3. Submits electronic record of time worked for employees to Account Clerk with a summary cover page for payroll entry and check processing.
Account Clerk	4. Process check
Executive Director	5. Reviews and signs check register prior to distribution of checks.
Account Clerk	6. Program Supervisor is responsible to sign for and distributes checks in sealed envelopes to employees working at their location