

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

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 06/04/80	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 06/04/80	<b>DATE REVISED:</b> 03/17/15	<b>SUBJECT:</b> Hours of Work/Schedule Change	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 01/18/17, 01/16/19, 05/05/21		<b>POLICY #:</b> ED-018	<b>PAGE #:</b> 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 post scheduled work hours for all employees.

**III. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Program Supervisor/  
Designee

1. Post work schedule at least two (2) weeks in advance.

Employee

2. Requests schedule change by completing a Schedule Change Agreement and submits to the program supervisor.

Program Supervisor/  
Designee

3. Acts on Schedule Change Agreement request. Changes are not official until program supervisor notifies employee(s) in writing.

**IV. EXHIBIT**

A) Schedule Change Agreement Form