

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 03/06/86	SECTION: Human Resources	
BOARD APPROVED ON: 03/06/86	DATE REVISED: 06/01/15, 05/16/18, 10/01/20	SUBJECT: Returning Employees	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 08/21/19, 10/01/20, 10/1/2022		POLICY #: ED-032	PAGE #: 1 of 1

I. APPLICATION

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

II. POLICY

It is the policy of the organization that any employee returning to employment with the organization within one (1) year will return to the paygrade at which they left if they are hired in at the same job position at which they left.

Additionally, if the employee was a full-time employee, previously met the qualification period of 90 days and was previously offered medical, dental/vision, and life insurance the first of the month following 60 days, the rehire qualification period will be waived and the following benefits will be offered and effective the first of the month following the rehire date as long as the employee is at full-time status.

- Medical
- Dental
- Vision
- Life
- Vacation (Previous full-time years of service will be counted)
- Sick Leave

III. NOTIFICATION/PROCEDURE

WHO

Human Resource Manager

DOES WHAT

1. Completes a wage adjustment proposal and attaches the supporting documentation.
2. Forwards to division director for review and signature.
3. Forwards to administrative services division director for signature.
4. Forwards to executive director for approval.

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5. Completes/submits payroll status change within
48 business hours.

6. Notifies employee in writing of approval