

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 12/01/82	SECTION: Human Resources	
BOARD APPROVED ON: 12/01/82	DATE REVISED: 08/11/10, 07/20/16	SUBJECT: Staff Lay-off	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/20/16, 03/15/17, 12/19/18, 10/16/19		POLICY #: ED-038	PAGE #: 1 of 2

I. APPLICATION

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

II. POLICY

It will be the policy of the organization to establish administrative procedures for reduction/lay-off of employees when necessary. Reduction/lay-offs will not occur based on race, color, religion, sex, marital status, national origin, age, sexual orientation, gender identity, physical or mental handicap familial status, or any other protected status.

III. NOTIFCATION/PROCEDURE

WHO

DOES WHAT

Executive Director/Division Director

1. Recommends to the board of directors the necessity for employee reduction/lay-off.

Board of Directors

2. Acts on recommendation.

Executive Director/Division Director

3. If a recommendation for employee reduction is approved by the board, will return to the board with proposal for specific employee to be laid off.

4. Employees of BWDH will be reviewed as a single group employed by the organization.

5. List employee within each job category training program employee.

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ORDER OF LAY-OFFS

WHO

DOES WHAT

Part-time employee

1. Residential technician I with least amount of tenure from date of full-time employment.

Board of Directors

2. Acts on specific employee reduction recommendation.

WHO

DOES WHAT

Executive Director

3. Notifies employee in writing of intended lay-off thirty (30) days prior to actual termination date.