

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 06/04/80	SECTION: Human Resources	
BOARD APPROVED ON: 06/04/80	DATE REVISED: 02/25/16, 12/09/20, 3/25/2024	SUBJECT: Work Schedule	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 03/20/19, 12/09/20, 03/17/21, 3/25/2024		POLICY #: ED-047	PAGE #: 1 of 4

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. DEFINITIONS

In-person work: work performed at the work site.

Remote work: work performed outside the traditional work site; for example, the employee's home.

Close contact: someone who was within six (6) feet of an infected person for at least 15 minutes starting from two days before the illness onset (or for asymptomatic patients, two days prior to specimen collection) until the time the person is isolated.

IV. STANDARDS

The executive committee has reviewed all job descriptions to determine which qualify for remote work.

The following jobs do not qualify for remote work:

- Residential assistant program supervisor
- Residential technician II
- Residential technician I
- Community based assistant program supervisor
- Community based program support
- Community based team coordinator
- Community based support worker

The following jobs may qualify for remote work only when the employee is required to isolate due to testing positive for COVID-19.

- Residential program supervisor
- Community based program supervisor

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- Executive director
- Division director
- Executive secretary
- Secretarial assistant
- Human resources manager
- Finance Director
- Accounts clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk

Approval of remote work is contingent upon work assignments available to be safely done remotely. All other policies pertaining to accessing information and using agency technology must be adhered to.

Employees who must isolate and either do not feel well enough to work remotely or who do not qualify to work remotely, may choose to use sick or vacation paid time off. However, if paid time off is not used to supplement lost hours, the time off will be unpaid.

V. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor	1. Post work schedule at least two (2) weeks in advance.
Employee	2. Requests schedule changes of program supervisor in writing.
Program Supervisor	3. Acts on request in writing, changes are not official unless program supervisor notifies employee in writing.
Employee	4. Notifies direct supervisor of any COVID-19 illness, symptoms, positive COVID-19 test result.

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| Supervisor | 5. Notifies human resources of above information and refers to and follows the COVID-19 Employee Tracking procedures. |
| Human resources manager | 6. Following the COVID-19 Employee Tracking procedures, determines if the employee is required to self-quarantine or isolate.

7. If the employee is required to isolate, determine if the employee qualifies for remote work and notifies supervisor. |
| Supervisor | 8. Notifies employee if applicable required isolation dates and if approved to work remotely, and coordinates assignments. |

VI. EXHIBIT

- A) Schedule Change Agreement.