

**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: 03/17/15, 10/11/2023	SUBJECT: Hours of Work/Schedule Change
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 01/16/19, 05/05/21, 05/05/2023, 10/11/2023		POLICY #: ED-018
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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. <..\..\Forms\Employee Forms\Schedule Change Agreement.docx>