

PEOPLES'S PLACE

Work Hours Policy

Approved By: Board of Directors
Review/Revision Date: 2/1/2010

I. PURPOSE

The purpose of this policy is to define and document the work hours of the agency.

II. POLICY STATEMENT

It is the policy of People's Place that all personnel shall have defined and documented work hours.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

Flextime – an employee work schedule, which allows an employee to have flexibility in starting and ending times when approved by a supervisor.

Pay Period – the standard pay period begins at 12:01 a.m. Saturday and ends at 12:00 midnight Friday.

Timesheet – official document for recording hours worked.

Exempt Employee Payroll Document- official document for recording leave hours used by exempt employees.

V. STANDARDS

- A. The standard work schedule is Monday through Friday 8:30 a.m. to 4:30 p.m. Some programs may operate under a different work schedule and residential programs operate twenty-four hours a day seven days a week.
- B. Non-Exempt employees will be paid for actual hours worked plus any paid leave taken.
- C. All employees will submit appropriate signed documentation for each payroll period.
- D. All employees are expected to report to work on time and to remain at work until their shift has ended and/or their relief from the next shift arrives.
- E. All employees will work the entire period of their work shift except for mealtimes and breaks, and only those hours, unless authorized by their supervisor.
- F. Exempt employees must work at least 50% of their scheduled work hours in a day. If less than 50% of scheduled work hours are worked then the exempt employee will be charged for all hours not present.
- *G. Employees must be approved for flextime in advance (in programs that offer flextime).
- H. Employees who abuse flextime will lose the privilege.

V. STANDARDS (continued)

- I. All employees will turn in their completed timesheet/exempt employee payroll document to their supervisor on the designated days.
- J. All supervisors will verify and approve timesheets/exempt employee payroll documents and deliver them to payroll by designated day and time.

VI. REFERENCES

- A. Attendance Policy
- B. Leave Policy
- C. Employee Classification Policy

VII. EXHIBIT

- A. Timesheet
- B. Exempt Employee Payroll Document

*** In some programs there are positions for which job duties are not tied to specific hours of operation. Under such circumstances flextime may be approved by the supervisor.**