

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Section Title	Section #		Subject #
Human Resources	Employment	HR		517
Subject Title <b>Agency Hours of Operation</b>		Adopted  4/26/99	Last Revised  9/20/16	Reviewed 7/21/05; 6/26/06; 12/27/07; 4/27/09; 7/26/10; 11/28/11; 2/25/13; 3/24/14; 10/19/15; 9/26/16;10/30/17

### **POLICY**

#### **Application**

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

#### **1.0 Business Hours**

The administrative offices of The Right Door for Hope, Recovery and Wellness will be open for business from 8:00 am to 5:00 pm, Monday through Friday, except on the holidays approved by The Right Door for Hope, Recovery and Wellness Board and listed in the agency practices. Evening or weekend hours may be established to meet consumer demands. The CEO may close the offices or otherwise temporarily alter the business schedule for various reasons, including, but not limited to, facility problems, weather-related concerns, safety issues, staff retreats or functions, or community activities.

##### **1.1 Agency Closing**

1.1.1 It shall be at the discretion of the Chief Executive Officer to close/delay opening any or all of the agency's work sites due to inclement weather or other reasons. There will be no paid compensation granted for staff during office closure. However, employees may use paid time off (PTO) when such events occur.

##### **1.2 Notification of Closing**

1.2.1 Affected employees shall be notified as early as possible as to the delay/closing of a work site.

#### **2.0 Employee Work Hours**

2.1 The workweek will begin on Sunday at 12:01 am and end on Saturday at midnight.

2.2 Employee work hours may or may not coincide with The Right Door for Hope, Recovery and Wellness business hours, depending upon the needs of the agency, consumers, and community. Staff engaged in services to consumers shall ensure reasonable and responsive access to services and supports in keeping with person-centered planning, individual and community need, and high-quality consumer service.

2.3 Employee schedules are designed with the approval of the immediate supervisor. The CEO or individual supervisors may, at any time, require a change in or otherwise adjust employee work schedules. Employees desiring alternate work schedules must have supervisor approval. Employees are expected to be flexible

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in terms of their schedules, in order to meet the needs of the agency, consumers, and community.

### 3.0 Overtime

Management reserves the right to adjust schedules to prevent overtime situations. However, employees may be required to work overtime as CEO or supervisor determines necessary.

- 3.1 All overtime must be pre-approved by immediate supervisor and documented in writing.
- 3.2 Non-exempt employees will be paid one and a half (1.5) times their hourly rate for each hour actually worked beyond forty hours per week, according to Fair Labor Standards Act.

### References

Michigan Mental Health Code (Hours of Operation)  
CARF Standards Manual, Section: Human Resources and Crisis Intervention  
Fair Labor Standards Act

Melissa McKinstry, Board Chairperson	Date		