

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section Title	Section #		Subject #
Human Resources	Employment	HR		517.1
Subject Title		Adopted	Last Revised	Reviewed
Agency Hours of Operation		02/19/08	5/3/24	02/19/08; 3/7/128/19/13; 2/6/14;1/13/15; 3/24/15;8/1/16; 12/12/17; 3/30/18; 11/5/18; 12/16/19; 12/16/20; 11/30/21; 12/21/22; 12/15/23; 4/16/24; 5/3/24

PROCEDURE

Application

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

1. Business Hours

1.1. Agency Hours

1.1.1. Employees are expected to be available to persons served during office hours.

1.1.1.1. Office Hours in Ionia:

Monday – Thursday: 8am – 7pm

Friday: 8am – 5pm

Saturday: 8am – 12N

1.1.1.2. Office Hours in Belding:

Tuesday and Thursday: 8am – 7pm

Monday and Wednesday: 8am – 6pm

Friday: 8 am – 5 pm

1.1.1.3. Office Hours in Portland:

Wednesday: 8:30am – 7pm

Monday, Tuesday, Thursday, Friday: 8:30am – 5pm

1.1.2. There will be at least two people in each building during office hours.

1.1.3. A supervisor shall be available by phone or person during office hours.

1.1.4. A qualified (credentialed/licensed) staff person must be available for screenings in Ionia during evening hours (after 5pm).

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1.1.5. A calendar will be kept up to date by clerical listing assigned staff.

1.1.6. An office may only be closed early if approval from the CEO or CFO or designee is obtained.

1.1.7. Additional hours may be approved by the CEO or designee.

1.2. Regular Scheduled Workday

All employees shall work his/her regular scheduled workday. Each employee shall begin his/her workday at the regularly scheduled time and end at the regularly scheduled time.

1.3. Building Hours

Employees shall not arrive to work before building hours and shall not remain at work after the building is closed.

1.4. Agency Closing

1.4.1. In the event of agency closing, delay, and/or cancellation employees shall be allowed to work from home with supervisor approval. Supervisor shall review work completed from home with employee.

1.4.2. An employee shall call in to their immediate supervisor if absent due to transportation issues due to inclement weather. The employee shall not be permitted to work from home nor use flex time. The employee may use PTO for this time.

1.4.3. If an employee shall call in absent due to illness, or childcare issues, he/she shall not be permitted to work from home during that time.

2. Employee Work Hours

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2.1. Lunch Breaks

All hourly employees shall take one (1) hour for his/her lunch break. If an employee is unable to take an hour for his/her lunch break he/she shall contact their immediate supervisor as soon as the issue arises in order to adjust work hours not to exceed eight (8) hours for the day.

3. Full-Time Employees working a minimum of 30 hours per Week

- 3.1. Employees who seek to work a minimum of 30 hours per work week must have satisfactory performance evaluations with no corrective action. The employee shall request approval for a minimum of 30-hour work week from the CEO.
- 3.2. Employees who work a minimum of 30 -hour work weeks shall spread the 30 hours (minimum) out over three to four (3-4) days and must be flexible regarding a fifth work day when necessary. The final work week schedule must be approved by the supervisor to meet the minimum daily requirements of this section.
- 3.3. Supervisors have the ability to adjust schedules to meet the agency need. Supervisors can also restrict work from home for these employees.
- 3.4. Employees who choose and are approved to work a minimum of 30 hours per week are not guaranteed to return to a 40-hour week.
- 3.5. There shall be no difference in the quality of work for the employee who opts to work a minimum of 30 hours per week.
- 3.6. Compensation, Holiday pay, and PTO accruals shall be adjusted to reflect FTE status based on work hours per week and shall be reflected in a classification memo developed by Human Resources and signed by the employee and the CEO. .

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4. Overtime

- 4.1. Any overtime worked without prior approval will not be paid. No exceptions will be made. Shall an event arise that the employee cannot leave the office due to an unforeseen conflict he/she shall contact his/her immediate supervisor as soon as the issue arises for approval.
- 4.2. Salaried employees working on Saturday will be paid at double their approved hourly rate for the number of hours worked over 80 worked hours in the pay period.
- 4.3. Hourly employees working on Saturday will be paid at double their approved hourly rate for the number of hours worked over 40 worked hours in the same week.

Kerry L Possehn, Chief Executive Officer	Date			