

# PEOPLES'S PLACE

## Work Hours Policy

Approved By: Board of Directors

Review/Revision Date: 3/1/2023

### I. PURPOSE

The purpose of this policy is to ensure adequate staffing in all programs consistent with the mission and values of People's Place.

### II. POLICY STATEMENT

It is the policy of People's Place that all personnel shall have defined work hours that meet the needs of the program.

### III. APPLICATION

This policy applies to all People's Place staff and volunteers.

### IV. DEFINITIONS

Flextime –flexibility in starting and ending work times within the defined workweek in specific programs when approved by a supervisor.

### 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 daily, seven days weekly.
- B. All employees and volunteers are responsible for knowing and working scheduled work hours.
- C. All employees will submit accurate signed documentation for hours worked and or leave taken each payroll period. Both unpaid and paid leave requires a leave form or electronically submitted leave request.
- D. All employees are expected to report to work on time and to remain at work until their schedule has ended and/or their relief from the next shift arrives.
- E. All employees will work the entire period of their work schedule except for program approved mealtimes and breaks.
- F. Employees must be approved for flextime in advance (in specific positions that offer flextime).
- G. Employees who abuse flextime will lose the privilege.
- H. Supervisors will modify schedules to meet program needs.

### VI. REFERENCES

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