

BENCO Personnel Policy

Employee Schedules

Employees will have regular set schedules and be expected to arrive to work on time and stay the entire length of each shift unless the supervisor notifies the employee of a change in the schedule. If an employee no longer wishes to work their regular set schedule, the employee will be expected to turn in a two-week notice form. Although an employee will have a regular set schedule from week to week, those hours are not guaranteed hours each week.

The supervisor will project the program schedule two weeks in advance and will try to keep employees' hours as consistent as possible. However, due to the program needs, an employee's set schedule may vary from week to week. In the case of last-minute coverage needs, an employee may be asked to help with shift coverage by either staying late, coming in early or working additional hours.

Any changes made to the set schedule will be communicated to the program employees and to the Residential Director. The supervisor will make every effort to notify employees of changes to the schedule a week in advance and no less than 48 hours in advance. The employee will be responsible for knowing the schedule.

Each program will have set schedules allocated to meet the total allotted program hours. Each program will have full time and part time set schedules that employees will be expected to work.

Employees will have the option of a short-term or long-term trade with another employee. If two employees agree to trade on a one-time basis both employees will fill out a short-term trade form. A short-term trade must be approved by the supervisor prior to the trade taking place. If two employees agree to trade for an extended time frame both employees will fill out a long-term trade form. The long-term trade form must be turned into the supervisor two weeks in advance of the date the employees would like the trade to be effective. The long-term trade form must be approved by the supervisor and the Residential Director.

If a shift or set schedule is not necessary due to residents not being at the program, the employee will be scheduled to work part of the shift, will be scheduled to work a shift at another program or will not be scheduled to work the shift or set schedule at all.

In cases of an emergency or when a resident has returned home unexpectedly it is the cell phone pager person's responsibility to ensure proper shift or set schedule coverage for the program.

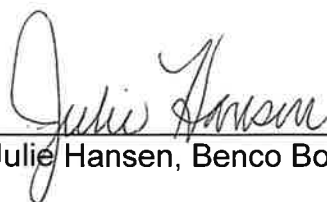
Paid cancelled shift will be given when the following circumstances occur:

- A scheduled meeting is canceled by the supervisor with less than 24 hours' notice.
- A scheduled training is canceled by the trainer with less than 24 hours' notice.
- An employee's shift or set schedule is canceled by the supervisor with less than 24 hours' notice.

The supervisor will notify the cell phone pager person that the employee receiving canceled shift is available in the event a resident returns home earlier than expected.

When there are scheduled vacations and open shifts, employees who are scheduled less than 40 hours per week will be expected to work up to 40 hours a week and will be added to the weekly schedule to fill open shifts or set schedules. There will be times that a supervisor requests an employee to work overtime due to the program needs. All overtime must be approved by the supervisor.

If an employee calls in sick or when emergencies occur, all employees are expected to help with shift coverage as requested by the supervisor. If an employee has another job, school or other obligations that prevent the employee from being available to work, the employee must turn in their unavailable days/hours into the supervisor at least two weeks in advance. Any last-minute schedule conflicts should be communicated to the supervisor as soon as possible and will be taken into consideration on a case-by-case basis.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22