

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Official Work Hours and Schedules
POLICY NUMBER: HR-52
EFFECTIVE DATE: March 2001
SUPERSEDES: N/A
LAST REVISION DATE: November 2011

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that managers, supervisors and employees have a shared responsibility to ensure that the mission of SBHS is accomplished. In order to accomplish this responsibility, managers have the authority to establish and modify work hours and work schedules at any time.

OFFICIAL WORK HOURS:

- I. The official work hours of SBHS are from 8:00 a.m. to 4:30 p.m. Monday through Friday.
 - A. During this time all offices should be open for business, unless administratively and/or programmatically unfeasible.
 - B. All departments are to be adequately staffed to transact business during those hours to provide necessary and appropriate services.
- II. 24-hour facilities are to ensure that minimum staffing is maintained on all shifts to provide sufficient coverage.

WORK SCHEDULES:

- I. The work hours of employees must be scheduled based on the needs of SBHS. Managers may allow employees to work desired hours, provided that it is not detrimental to SBHS operations or to the workload of other employees.
- II. Work schedules may vary depending upon the type of duties performed and work location.

ALTERNATIVE WORK SCHEDULES:

- I. Managers may establish alternative work schedules for individual employees.
 - A. Employees are to use their work time productively regardless of schedule variations.

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B. Provisions for adequate supervision of the Fair Labor Standards Act (FLSA) non-exempt employees working alternative work schedules must be made. Written records of work time for FLSA non-exempt employees must be maintained.

II. The following work schedules may be considered:

- A. **STAGGERED REPORTING TIME** – Employees within a department may be scheduled to report for work at specified intervals (e.g. 7:30 a.m., 8:10 a.m., 8:45 a.m. etc.). Example: Employee A reports at 7:30 a.m., observes a 30-minute meal period, leave at 4:00 p.m. – 8 hours worked. Employee B reports at 8:10 a.m., observes a 30-minute meal period, leaves at 4:40 p.m. – 8 hours worked.
- B. **FLEX TIME** – Employees may be permitted to report for work at varying times, but must be scheduled for duty during the core hours established by SBHS. Each program should establish and advise employees of the core hours as well as the earliest and latest times permissible for employees to report for work. Example: Employee reports at 8:20 a.m., observes a 45-minutes meal period, leaves at 5:05 p.m. – 8 hours worked.

NOTE: State holidays are for eight (8) hours. Employees who work a 9-hour day or a 10-hour day schedule, must request leave, leave without pay or work an adjusted schedule to make up the difference in time for the 8-hour day.

- C. Participation in an alternative work schedule is a privilege, not a right, and may be changed if situations such as the following occur: work is not being completed, emergencies occur, attendance problems, etc. Alternative work schedules must have final approval by the Program Managers.
- D. When possible and if appropriate, managers should give employees advance notice prior to changing work schedules.

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

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RESCISSION SECTION:

Chief Executive Officer

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REVIEW SECTION:

Committee Chairperson

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Date