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| GENERAL STAFFING - POLICIES & PROCEDURES | | | | NO. 420 | |
| POLICY:  The facility provides a system for staffing which will meet the needs of the patients and employees.  PROCEDURE:  1. The Supervisor or Department Head is responsible for the preparation and management of the time schedule for all their employees.  2. Schedules are prepared in advance for two (2) week periods. They must be approved by the Department Head and posted-at least 3 days prior to the beginning of the schedule.  3. Requests for special time off must be submitted on a leave request form and submitted to the Department Head. Requests are due in 2 weeks prior to the beginning of each schedule.  4. Changes may not be made after the time is posted except for extraordinary circumstances and with approval of the Department Head. Changes for personal reasons are the responsibility of the employee who must find someone of the same status to change with. This change may not result in overtime for either employee and must be approved by the Supervisor or Department Head. Changes are to be recorded in the department office in order that the daily staffing is accurate prior to the beginning of each shift. | | | | | |
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| GENERAL STAFFING POLICIES & PROCEDURES | | | | NO. 420 | |
| ATTENDANCE  Regular scheduled attendance by the staff is required to maintain our standards of quality. It is the employee's responsibility to report absences to the facility two hours prior to the beginning of the scheduled work shift.  In order to have a more effective and equitable system for "No Call/No Shows", defined as *those employees failing to* *report and failing to notify employer of same pursuant to* *policy,* and late "Call offs", defined as *those employees* *failing to notify employer in advance of absence per* *policy,* our attendance policy is as follows:  1. LATE CALL-OFF: Defined as employee notifying facility of inability to report to work less than two hours before their shift begins. This will be considered an unexcused absence, and will result in the following:  DISCIPLINARY ACTIONS - written warning with progressive discipline being implemented for successive infractions.  2. LATE CALL-OFFS OCCURRING AFTER SCHEDULED SHIFT:  Defined as notifying employer of inability to report to work up to two hours after scheduled start time.  DISCIPLINARY ACTION - three day suspension and progressive discipline for additional infractions.  3. NO CALL/NO SHOW: Defined as no call off for work or call off beyond two hours after shift begins.  DISCIPLINARY ACTION - IMMEDIATE TERMINATION The employee who has been a No Call/No Show may challenge this action if they believe extenuating circumstance were present. The employee has the responsibility for providing sufficient proof that termination is not warranted.  The employee must request within two days of the violation's occurrence and in writing, to have their case reviewed by a tribunal panel consisting of their immediate supervisor, administration and one peer.  Administration reserves the right to rescind termination and issue a lessor disciplinary action if the panel determines there are extenuating circumstances that warrant a five day suspension or other disciplinary action. | | | | | |
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| GENERAL STAFFING POLICIES & PROCEDURES | | | | NO. 420 | |
| 4. WEEKEND ABSENCES:  If an employee absence occurs on a regularly scheduled weekend, such employee will be scheduled for a make-up weekend at supervisor's discretion. This means that the employee may be scheduled on shifts on make-up weekends. If the employee fails to report to work on the scheduled make-up weekend, the employee loses the privilege of working every other weekend for 6 weeks. If the employee has lost this privilege, they will be scheduled every weekend during that time period and will be responsible for arranging a replacement for weekend time they need off. Further call-offs on scheduled weekends during the six-week period will result in termination.  VACATIONS  1. Summer  a) Request for summer vacation (June thru September) must on a Leave Request Form and given to the Supervisor before June 1 each year. Vacation schedules should be planned and posted by June 1.  b) Vacations will be granted as the schedule permits. Where employees have requested the same vacation time and the schedule does not permit, priority will be given on the basis of seniority or other system approved by the Department Supervisor.  c) Employee requests for vacation other than summer must be in writing and given to the Supervisor 4 weeks in advance.  d) The maximum vacation which may be granted is two weeks. Requests for more than two weeks will be considered on an individual basis according to need.  e) Leave without pay for vacation will not be granted to an employee who has used accrued paid days leave.  f) Employees are encouraged not to request vacation time from December 16 thru January 15. Vacation time cannot be guaranteed during this time as holiday time takes priority. | | | | | |
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| GENERAL STAFFING POLICIES & PROCEDURES | | | | NO. 420 | |
| LEAVE OF ABSENCE  1. Requests for leaves of absence will be considered on an individual basis by the Supervisor and/or Administrator or their designate.  2. When an employee is granted a leave of absence, there is no guarantee that the employee will return to the same shift and/or unit, but a similar position will be offered as it becomes available.  Ref: Leave of Absence Policy  JOB POSTINGS, TRANSFER AND PROMOTION GUIDELINES  1. ThePersonnel Office maintains a record of vacant positions in the facility. These vacancies are posted on staff bulletin boards and other common areas in the facility and at other Winning Wheels sites.  2. Prior to applying for another position, employees are encouraged to discuss their intentions with their Supervisors.  3. Facility employees are given first consideration for employment in most vacant position. Supervisor/Department Head will interview each applicant to determine if they meet the minimum qualifications for the position.  4. When an employee's application has been approved for transfer and/or promotion to another department, a mutually agreeable date for transfer must be determined and approved by both department heads within ten working days of the date of application. | | | | | |
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