

POLICY NAME: Work Hours
Effective Date: January 1, 2018

Policy Statement:

It is the policy of Golden Bridges, Inc. to establish working hours as required by workload, staffing requirements and client needs. This is to ensure that each job is staffed with adequate personnel to complete the job.

Definitions:

Team Lead is the Owner or employee assigned by the Owner(s) as the point of contact for employees and/or clients on a specific job or work site.

Procedure:

1. Working hours will be assigned by Team Lead prior to the job and agreed to by the employee.
2. All employees will observe a 30 minute to 1 hour lunch period as scheduled by the Team Lead. To meet state requirements this should be before a 6th hour of the work shift. If an employee is not able to take a lunch, they must notify their Team Lead who will mark the employee's time cards with the appropriate reason as to why the employee did not get a lunch period.
3. At times, it may be necessary to work beyond regular scheduled workday hours to provide for client needs; however, this is not encouraged on a routine basis and is at the discretion of the Team Lead.
4. If the employee must remain home on a workday due to illness or other justifiable reasons the Team Lead should be notified at least one hour before the scheduled start of their shift.

5. Excessive tardiness or absenteeism may be subject to the disciplinary process.

6. Requested time off is not guaranteed, therefore, to increase the likelihood of approval for requested time off, the employee needs to give the supervisor as much notice as possible. Employees should have confirmation of approved time off prior to finalizing their time off plans.

7. The Team Lead is ultimately responsible for ensuring that adequate coverage is maintained to meet the needs of the clients. If he/she can provide the needed coverage from within available staff, he/she can approve requested time off; however, that information needs to be communicated to the appropriate Director.