

Procedure Title:**WORK CONDITIONS & HOURS****PROCEDURE NUMBER: 5-0-2****Policy Title:**

Work Schedules

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Work schedules for employees vary throughout Keystone. Supervisors will advise employees of their individual schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.
2. Employees are expected to work the hours scheduled, even if some of the scheduled time is considered, “overtime”. From time to time, employees may be required to work overtime; based on the need of the home and/or agency.

NOTES: