

NORTHCARE NETWORK

POLICY TITLE: Working Hours	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 10/28/22	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Coordinator	CEO APPROVAL DATE: 11/1/22 Dr. Tim Kangas, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

It is the expectation of the NorthCare Network Governing Board that the CEO and the NorthCare Network management team will assure an appropriate staffing level and coverage for work hours.

PURPOSE

To establish regular office operating schedules of NorthCare Network.

DEFINITIONS

1. ***Exempt Employee*** - Exempt employees are those who are “executive, administrative or professional” as defined under Federal Law. All exempt employees are considered paid on a salaried basis, even though their position has been assigned an hourly rate for payroll purposes, and even though their normal salary is subject to deductions for absences due to personal reasons or illness where the employee opts to use, or is not able to use, paid time off to make up for lost time, including such absences for less than a full day.
2. ***Nonexempt Employee*** - Nonexempt employees are those paid on an hourly basis and eligible for overtime under the Fair Labor Standards Act.

REFERENCES

Federal Fair Labor Standards Act
Michigan Workforce Opportunity Wage Act (Act 138 of 2014)

HISTORY

NEW POLICY – 1/1/15

REVISION DATE: 8/24/16, 6/20/17, 5/3/18, 3/20/19

REVIEW DATE: 12/3/14, 10/19/15, 8/24/16, 6/20/17, 5/3/18, 3/20/19, 2/21/20, 12/28/20, 10/28/21, 10/28/22

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/4/18, 4/1/19, 2/26/20, 1/5/21, 11/2/21, 11/1/22

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

The normal work week is forty (40) hours Monday through Friday, 8:00 AM to 5:00 PM. Work schedules may vary from this as needed. Alternative schedules will be contingent upon agency need and prior CEO/Supervisor approval. A condition of employment is employees will be available for community education programs and emergency duty as assigned. Duties are to be performed during specified hours with a lunch period. Employees are entitled to a fifteen (15) minute break for every 4 hours of work.

Actual hours worked in the week (Sunday thru Saturday) are to be recorded on the time sheet the day the employee worked. If an employee is required to work above their normally scheduled hours, the CEO/supervisor may approve the employee "flexing" the hours or approve overtime, dependent on the employee's exempt/nonexempt status.

Flexing Hours

If a nonexempt employee requests to flex their normal work time, they must have prior approval and the hours need to be flexed within the 40-hour work week.

If an exempt employee makes the request, they must have prior approval and the hours must be flexed within the 80-hour pay period.