

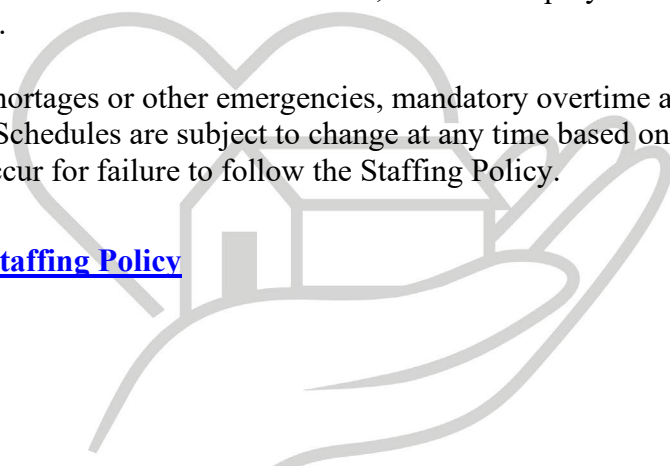


4.12 STAFFING REQUIREMENTS

Due to the nature of the support services provided it is necessary that employees be at the work site ready and able to start work at the scheduled time and must remain at the work areas until they are relieved of their duties by another trained employee and/or excused by Management. Any hours worked beyond the scheduled hours must be authorized and preapproved by Management. Employees are not permitted to add, delete or edit schedules in any way. Employees must work their scheduled shift or follow the Staffing Policy to ensure the shift is covered and the needs of the people are met. Problems related to schedules must be discussed with Management. If an employee is absent from work for more than 3 consecutive days without contacting Management; on the fourth day LADD may request medical documentation for employees who are off due to illness; all other employees will be removed from payroll as a voluntary quit.

During times of staffing shortages or other emergencies, mandatory overtime and/or working in another location will be required. Schedules are subject to change at any time based on the needs of the programs. Disciplinary action will occur for failure to follow the Staffing Policy.

[Click Here to View the Staffing Policy](#)



LADD

WE MAKE THE DIFFERENCE