



12.3 MANAGEMENT RIGHTS

LADD expressly retains and reserves the right to operate its programs as it determines advisable in its sole discretion. This includes, but is not limited to, the right to:

1. Hire, transfer, suspend, or discipline its employees and recommend separation from employment. The Executive Director or a person expressly authorized by the Executive Director is the sole person who has the authority to make a decision to separate from employment, as LADD in its sole discretion, deems advisable.
2. Determine the work hours of the employee, assign the employee and lay off the employee as LADD in its sole discretion, deems fit.
3. Management reserves the right to reduce work hours and transfer as the needs of the people or work location changes or as requested by a person supported, legal guardian or family. During time of staffing shortages or other emergencies, mandatory overtime and/or working in another location will be required.
4. Determine starting and quitting times and the number of hours to be worked by employees.
5. Establish and change work schedules, location or work site, work standards and the methods or processes and procedures by which such work is to be performed by employees.
6. Determine the job duties of each employee, subject to change without written notice to the employee.
7. Manage its affairs efficiently and economically, including the determination of quantity and quality of support services to be rendered, the control of equipment to be used, and discontinuance of any support services or methods of operation.
8. Produce new equipment, methods, or processes, change or eliminate existing equipment, institute technological changes and decide on supplies and purchasing new equipment.
9. Determine the number, location, and type of programs, direct the workforce, assign the type and location of work assignments and determine the number of employees assigned to operations.
10. Close, reduce or otherwise alter the scope of operation of any or all programs.
11. Select employees for promotion or transfer to other supervisory positions and determine the qualifications and competencies of the employees to perform the available work.

WE MAKE THE DIFFERENCE