

## **17.08 Work Schedules**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide employees with work schedules prior to the beginning of the workweek.

### Procedure:

The work schedule will be posted no later than the prior Thursday in a pre-designated area where all employees have equal access.

Managers shall rotate themselves and their staff in an effort to distribute labor in a fair manner. When creating the weekly work schedule, management shall attempt to honor at-hire requests, allow opportunities for cross-training, and ensure holidays and lunch breaks. Special employee requests must not negatively impact store operations. Any indication of preferential treatment is prohibited.