

### **3.15 Work Schedules**

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide work schedules for employees.

Procedure:

Supervisors will advise employees of their individual work 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. When appropriate, tentative work schedules will be posted by noon on Friday for the succeeding week.