

9.06 Administrative Work Schedule

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish a regular work schedule for administrative staff members who perform the majority of their primary duties at the administrative complex in Newark.

Procedure:

The regular work schedule for Administrative staff members who perform the majority of their primary duties at the administrative complex in Newark is 8:00 a.m. to 5:00 p.m.

Administrative staff members who are defined as “Administrative Management–Salary Exempt”, “Administrative Other–Salary Non-Exempt”, or “Administrative Support Staff–Hourly” are expected to follow the regular work schedule. As may be necessary to fulfill each staff member's job description, the staff member may spend time working beyond the regular work schedule, such time being exempt from overtime pay.

Licking/Knox Goodwill Industries, Inc. does not have a policy nor does it recognize the granting of, compensating time off for additional hours worked known as "comp. time". Licking/Knox Goodwill Industries, Inc. does not have a policy nor does it recognize adjusting a work schedule to give time off in exchange for additional hours worked known as "flex time".

Time off during the regular work schedule for administrative staff who are defined as “Administrative Management–Salary Exempt”, “Administrative Other–Salary Non-Exempt”, or “Administrative Support Staff–Hourly” must be requested through the online payroll system. The type of leave requested (i.e. sick leave, personal leave, vacation leave) must be specified.

Circumstances may occasionally make it necessary for an administrative staff person who is defined as “Administrative Management–Salary Exempt”, “Administrative Other–Salary Non-Exempt”, or “Administrative Support Staff–Hourly” to adjust that person's work schedule so that it is different from the regular work schedule. Requests to approve such an adjustment shall be made in writing to the employee's immediate supervisor at least 24 hours prior to the start date of the requested adjusted work schedule. Reasons for adjustment may be, but are not limited to, attending classroom training, childcare issues, home health issues, or transportation concerns. Requests shall be considered on an individual basis. Adjusted work schedules are not permanent. The adjusted work schedule may be approved for a time period of up to three months, at which time a new request must be submitted. Licking/Knox Goodwill Industries, Inc. expects the adjusted work schedule to equal the regular work schedule of 40 hours per week.