

the paycheck. Employees may arrange for paychecks to be directly deposited to the bank of their choice.

### **Flexible Work Arrangements**

RHR-NA will consider flexible work arrangements. An employee's supervisor must approve all arrangements. Such approval will be based on the requirements of an employee's job. Flexible work arrangements may include flextime, working remotely, part-time work, compressed workweek, compensatory time off, and job sharing.

Individual flexible work arrangements are reviewed periodically (usually quarterly) and may be changed based on the employee's performance and the needs of the organization. The flexible work arrangement policy is reviewed regularly by the Board and Executive Director.

### **Flextime**

Due to the nature of RHR-NA's work, an employee's professional responsibility may include working some evenings and/or weekend days. In some cases, flexible scheduling, or "flextime", is available to allow employees to vary the starting and ending times of their regularly scheduled workday. Full-time employees on flextime may elect to regularly begin their workday any time between 8:00am and 10:00am and end their regular workday eight hours later, between 4:00pm and 6:00pm. All employees are expected to be present during the core work period, from 10:00am to 4:00pm.

Employees interested in flextime schedules should consult with the Executive Director. All flextime schedules must be authorized in advance by a supervisor. In accordance with wage and hour regulations, full- & part-time regular employees (exempt) are not paid according to the number of hours they work and are therefore not paid for overtime.

### **Part-time Work**

In some instances, the needs of both the organization and the employee are better met through part-time work arrangements. Employees who arrange to have part-time schedules should agree upon a schedule with their supervisors. Employees have the option to have the same schedule weekly, to modify their schedule as their personal situation requires, or to modify their schedule to respond to work demands.

Supervisors and staff members should work together to construct the most appropriate schedule and format.

All employees with whom a part-time employee works should be made aware of his/her schedule. Any schedule changes should be communicated promptly.

### **Compressed Workweek**

Full-time regular employees are entitled to select a compressed workweek schedule. Employees working compressed workweeks work weeks that do not adhere to the traditional work schedule, but that average out to at least thirty-five hours a week.

### **Compensatory Time Off**

Permanent exempt employees required to work on evenings, weekends, and holidays may be permitted to take compensatory time during the workweek, to be determined in consultation with the Executive Director. Travel nights and working late are not considered eligible for compensatory time. Because compensatory time is intended as a means of helping employees to maintain work-life balance during busy times of the year, compensatory time should generally be taken within two months of such time being accrued and cannot be used to extend vacation or any other leaves of absence.

Temporary and/or non-exempt employees should not work before, beyond, or outside their normal work hours unless authorized in advance by their supervisors. Non-exempt employees are not eligible to receive compensatory time off. Non-exempt employees are compensated for overtime in accordance with state or federal wage and hours laws, i.e. non exempt employees are paid a regular hourly rate of pay for actual time worked up to forty hours each week. Non-exempt employees are eligible to receive 1.5 times their hourly rate of pay for hours actually worked during the work week that are in excess of forty hours.

### **Job Sharing**

Employees can arrange for a job share, whereby two people voluntarily share the overall duties and responsibilities of one full-time position and divide the hours between them. Full-time salary and time off benefits are allocated to each on a pro-rata basis.

The way in which the full-time hours are divided between the job share partners is at the discretion of the Executive Director to ensure that operational needs are met.

All full-time positions are potentially open to job sharing. However, the organization reserves the right to ensure that operational needs will not

be adversely affected.

A position is offered jointly to the job share partners. The offer to one candidate of the job share partnership is conditional upon the other candidate of the job share partnership accepting it. If one job share partner leaves and the remaining job share partner does not want to work full-time, the following procedure will be followed:

1. An assessment of the needs of the organization will be carried out to ascertain whether full-time coverage is required.
2. The vacant half of the job share position will be advertised.
3. The remaining job share partner will use any available contacts to assist in finding a partner.
4. If a suitable job partner cannot be found, the organization will try to arrange for an alternative work schedule for the remaining job share partner.

If all the above has been carried out and it is still not possible to either find a replacement job share partner or find the remaining job share partner a suitable alternative position, the remaining partner will voluntarily terminate.

## **OPERATIONAL PROCEDURES**

### **Background Check**

To the extent allowable by law, all current and prospective employees are subject to a comprehensive background check. These checks may occur at any time during employment with RHR-NA. Such background checks may include, but are not limited to, state, federal and county criminal records, financial records, driving records, and Sexual Predator databanks. Adverse findings will not necessarily result in termination or affect eligibility for employment. All information will be evaluated based on position, date of incident, and type of incident reported. To the extent required by law, all employed and applicants will have the opportunity to dispute negative findings.

All background checks will be conducted by a 3<sup>rd</sup> party professional and will be done at RHR-NA's expense. All information obtained during the