

## Unit Order #19-0005 WORK SCHEDULES

**Effective Date: September 6, 2019**

### **PURPOSE OF ORDER:**

The purpose of this order is to set forth policies and procedures that are necessary for the Bureau to operate efficiently and effectively. Following these standards is an essential component in upholding the values and mission of the Department and our Bureau.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Psychological Services Bureau (PSB).

### **ORDER:**

All PSB personnel shall have a standard work calendar that is approved to be in the e-Healthcare Program scheduler or the Outlook Calendar. Each psychologist's calendar should indicate their location for each working day and the key activities.

All PSB staff shall have a work schedule with a regular start and end time that is pre-approved by their immediate supervisor. Any modifications to his/her standard schedule must be authorized in-advance by the immediate PSB supervisor, with the exception of an unanticipated emergency circumstance. In the case of any unexpected emergency, the immediate supervisor (or backup supervisor when immediate supervisor is unavailable) is to be notified as soon as possible about the schedule change. Examples of when prior approval is necessary include but are not limited to changes to the standard work start or end time; requests for time off; rolling out to an emergency situation; working overtime; adjusting for pre-approved excess hours worked; LEPs scheduling field consultations; LEPs scheduling internal PSB business meetings and external business meetings; Coordinators/Liaisons scheduling Program training dates; pulling an authorized absence slip; working a different shift/hours or location from the regular approved schedule; blocking the e-Healthcare schedule or the Outlook Calendar outside the standard procedures followed by psychological staff (e.g., increasing admin hours).

If there is any violation of the above standard operating procedures, the employee will be orally counseled. The second violation will result in progressive discipline, unless the severity of the violation circumstances indicates that progressive discipline is contraindicated. If at any time, an employee is not clearly accountable and does not take prompt corrective actions for performance or conduct issues, an automatic Performance Log Entry will be generated, at minimum, regardless of whether a prior violation of Unit Order #19-0005 has occurred and will be noted in the employee's annual performance evaluation.