

PROCEDURE NO. 4-10-15

ISSUED: 03-15-94

REVISED: 12-24-24

REVIEWED: 12-24-24

SUBJECT: Addition or Deletion of Shift Hours

PURPOSE: To set guidelines to be followed to add or delete shift hours, to document such and to carry out the mandate of Human Resources Policy No. 4.

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No supervisor may make a change to the current home schedule without first completing an add/delete form and obtaining approval from the respective Director of the Program if it is changing the approved total number of budgeted hours.

When a supervisor wishes to add a shift to current scheduled hours or delete a shift or hours from current scheduled hours, the following guidelines must be followed for approval and processing:

- 1. Indicate the change you wish to make, including staff it would affect on the ADDITION/DELETION OF POSITION(S)/HOURS form along with the justification for the change.
2. When adding hours, the Program Manager must submit information to the Assistant Controller in order to submit a proposed budget and IP amendment to the funding source case manager for approval by Utilization Review Committee at CMRO.
3. Deleting hours from a budget does not require CMRO approval, but does require approval from the respective Director of the Program before it can occur.
4. Route the information to the respective Director of the Program for review and approval. The respective Director of the Program will approve additions only if there is a letter from the Utilization Review Committee.
5. No changes can be made to the schedule until the respective Director of the Program signs the required forms and gives to Human Resources.
6. The Office of Human Resources will update the personnel data base to reflect the change.

Approved by: _____

Date: _____

Human Resource Director

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TO: _____

FROM: _____

DATE: _____

Re: Justification for change in Schedule Unit: _____

Effective Date: _____

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ADDING POSITION: Hours per week: _____

Job Code: _____

Days/Hours: _____

Justification: _____

=====

ADDING HOURS TO CURRENT SHIFT: Total Hours to Add: _____

Job Code: _____

Justification: _____

=====

DELETION OF POSITION: Total Hours to Delete: _____

Job Code: _____

Justification: _____

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DELETE HOURS FROM CURRENT SHIFT: Total Hours to Delete: _____

Job Code: _____

Justification: _____

Approved, Director of Residential and Community Services Date: _____

Return to Human Resources for Processing

Copied to Accounting Manager Date: _____

Change made to position data base Date: _____