

# Cornerstone Behavioral Healthcare

## PM.10 Work Schedule

### A. Hours

All administrative employees are expected to work their assigned schedule unless other arrangements have been made and authorized by employee's supervisor and approved by CEO. Employees working six (6) hours or more are entitled to a half-hour lunch break. Additional time beyond the half-hour must be made up. Breaks lasting 20 minutes or more will not be paid, and the additional time must be made up. Employees are to punch in and out for breaks on the electronic timekeeping system, and document lunch. Taking unauthorized breaks is subject to disciplinary action, up to and including termination.

All case managers and peer support specialists are expected to work their assigned schedule unless other arrangements have been made and authorized by employee's supervisor and approved by CEO or Clinical Director. Employees working six (6) hours or more are entitled to a half-hour lunch break. Additional time beyond the half-hour must be made up. Breaks lasting 20 minutes or more will not be paid, and the additional time must be made up. Employees are to punch in and out for breaks on the electronic timekeeping system, and document lunch. Taking unauthorized breaks is subject to disciplinary action, up to and including termination.

All clinicians and salaried employees will schedule their work time, taking into consideration the best interest of the clients, the families they serve, and departmental needs. Schedules must be accessible by immediate supervisors, who may review and override, if and as needed.

### B. Time Recording

All employees are required to submit a timesheet, electronic or analog, to document the amount of time they have worked. Please see *Policy and Procedure for Time Recording: All Departments* for instructions on recording time. Timesheets must be approved by the employee's supervisor before submission to Payroll. For clinicians, timesheets must be submitted daily. For other employees, timesheets must be submitted biweekly.

### C. Employee Scheduling

Flexible scheduling of work hours may be requested by employees and granted at the discretion of the supervisor. Changes in schedules must take into account the office/program coverage requirements and other needs of Cornerstone Behavioral Healthcare (CBH) and its clients.

### D. Unplanned Absences

It is understandable that emergencies may arise which will cause one to be absent or late for work unexpectedly. It is the employee's responsibility to report their absence via a phone call as outlined below

1. Administrative Staff- Call CEO (or designee) and Supervisor
2. Clinicians- Call Outpatient Program Manager and the office
3. Case Managers- Case Management Program Manager and the office

### E. Weather Related Absences

CBH is committed to providing services during inclement weather. The CEO or designee will determine whether services will be postponed due to weather. An employee who calls out due to weather conditions will not be paid unless they request earned time for such days.

Frank Willard

CEO

12/08/2025

Date