

ADMINISTRATIVE POLICY

- 1 It is the intent of OPTIONS to meet all staffing ratios called for by either regulations or contract. The following methods will be employed to meet such staffing ratios:
 - 1.1 Weekly staff schedules will be maintained at all sites where services are provided through NOVAtime Payroll system.
 - 1.2 A list of on-call relief staff will be maintained. This list will include employees available to fill in as needed when a shift is open.
 - 1.3 An on-call system will be maintained for communication of staffing issues during times when supervisors are not normally working.
 - 1.4 If a direct care staff member is not available to work, then the following persons will be responsible for filling in the shift:
 - 1.4.1 Supervisor
 - 1.4.2 Manager/QIDP
 - 1.4.3 Director
 - 1.4.4 Administrative Designee
 - 1.4.5 CEO
 - 1.5 If one of the exempt management personnel fills a direct care shift, it will be in addition to normal duties. However, it will be noted on the time card and schedule at the site in order to indicate hours of service provided.

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