# Daily Work Schedules

Rhode Island Department of Children, Youth and Families

**Policy: 100.0115**

*Effective Date: March 17, 1986 Revised Date: July 11, 1988*

It is the intent of the Department to maximize direct services to clients while still allowing adequate time for staff preparation, paperwork, and follow-up. For this reason and also to ensure ability to locate and reach staff in the event of an emergency, Daily Work Schedules (DCYF #002) must be submitted by all staff within the Divisions of Child Protective Services and Family Services (excluding clerical staff and excluding those in positions of Regional Director/Assistant Administrator and above), and all staff within the Division of Program Development, Contracts and Standards and Licensing (excluding clerical staff and excluding those in positions of Coordinator Community Resources and above and any other staff specifically excluded by the Administrator of that Division).

**Related Procedure**

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**Procedure From Policy 100.0115: Daily Work Schedules**

A. The Daily Work Schedule (DCYF #002) is completed on a weekly basis, projecting activities including appointments, visits, conferences, training sessions, office time, and scheduled time off:
   1. When noting a planned in-person client contact, include client's name, address, and phone number. If the client does not have a phone, this should be noted;
   2. Any proposed appointments, visits, etc. scheduled beyond the normal work hours shall be noted on side two of the DCYF #002.

B. The schedule is completed by 10:00 AM on Monday of each week. Child Protective Investigators, Social Caseworkers II, Clinical Social Workers, Case Aides, and other classes of positions covered by this policy submit schedules to supervisors for approval. Supervisors submit schedules to Unit Administrators for approval.

C. If the staff person will not be in the office on Monday, Monday's schedule shall be completed on the prior Friday and initialed by the supervisor. The remainder of the schedule shall be completed by 10:00 AM on Tuesday.

D. The appropriate supervisor, Unit Administrator, or Regional/Assistant Director shall review the schedules upon submission to ensure that the schedule:
   1. Is complete;
   2. Reflects any proposed appointments, visits, etc. beyond the normal work hours;
   3. Is appropriately signed and dated; and
   4. Is maintained for quick and easy accessibility on the respective desks or areas so the staff person can be located in the event of an emergency.

E. If schedules contain confidential client information (i.e. names, addresses, etc.), they will be maintained in desks or designated areas which are not within public view. However, schedules must be easily accessible to supervisors so that the staff person may be located in the event of an emergency.

F. Cancellations or additions shall be noted on the schedule immediately. The supervisor or Unit Administrator shall approve any changes in the schedule.

G. At the end of the work week, the supervisor shall collect and file the unit members' schedules.

H. The appropriate Unit Administrator shall collect and file the supervisors' work schedules.

I. Filed schedules shall be maintained for a period of not less than one (1) year by the respective supervisors and Unit Administrators. If a supervisor or Unit Administrator leaves a position, he/she forwards the filed daily work schedules to his/her immediate supervisor. Schedules over one (1) year old may be discarded by the Supervisor or Unit Administrator. Because schedules may contain confidential information, special care should be taken in discarding them (i.e. they should be torn into pieces or shredded).