



**SEPTEMBER 2020**

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## *"Joys from Judy"*

Hello Everyone,

As school starts both at Wolverine and at home, it is certainly different for the children at home.

Good luck to all of you parents in helping with your children's classes. At Wolverine, the children are mainly happy to be back in school. School remains a major part of their day and mostly a positive experience.

We are all working hard! I am fighting the battle in Lansing almost daily now. At Wolverine, we are all fighting to do our best. This is harder every day. We need more staff not only at Residential but Community Based Programs. I hope people want to start coming back to work soon. But for now, thank you to all who are working so very hard and that is everyone. COVID has changed so much for us and will continue to do so. Please be aware of the change, support the change and embrace the change. We are changing because we have to! Things have changed around us and we need to change to survive it. We will survive but we will look different! We will always have children to help!

Thank you again.

**-JUDITH FISCHER WOLLACK, CEO-**

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**---EVENTS---**

As we continue to navigate the pandemic and begin a new school year, there have been a few questions regarding WHS policy and flexible schedules to accommodate new school routines given our current state. Your work schedule and any accommodations will be determined by your direct supervisor. If you have any questions or concerns, please reach out to your direct supervisor or HR.

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### **Payroll Updates**

WHS has transitioned to a new electronic HR employee management system including a new payroll application. To ensure that you get paid on-time and correctly, you must login to the Paycor system, review your timecard and personal information to ensure everything is correct.

Proper enrollment will ensure you get paid appropriately. There is also employee user training and training specifically for managers available within the Paycor system. Please reach out to your direct supervisor or BlueRock for with any questions.

On October 1st we launched a new section on our website for current employees! Here you can find valuable information as you grow your career at Wolverine.

[https://connect.wolverinehs.org/e/583863/current-employees-/5r4m2l/578282747?h=sq\\_sZ3GSgdyvZOSWQYTt1ek-cLvASJVNVUzBb860IV4](https://connect.wolverinehs.org/e/583863/current-employees-/5r4m2l/578282747?h=sq_sZ3GSgdyvZOSWQYTt1ek-cLvASJVNVUzBb860IV4)

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### **Agency Donations**

We are so grateful for all generous donations we receive throughout the year! Just a friendly reminder if you wish to donate or receive any donations for the agency, please send an email to [#donate@wolverinehs.org](mailto:#donate@wolverinehs.org) with the following information: Items donated, name/contact info, date received. Thank you!

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**---STAFF OF THE MONTH-SEPTEMBER---**

S. Braxton

Wolverine Secure Treatment Center

Wolverine Growth and Recovery Center

T. Losee

D. Allen

Pioneer Work and Learn Center

Wolverine Secure Treatment Center

S. Rowe

L. Lewis

The Wolverine Center

Clarence Fisher Center

M. Stennis

T. Horrisberger

Vasser House

CBP

B. Gomez

## ---PROGRAM HIGHLIGHTS---

### Foster Care

Foster Care - Jaime Sparkes opened a foster home in record time in about only one month – congrats to her!

Also to our licensing team - they have all pushed to open foster homes prior to the fiscal year end and have done an amazing job. They are also deeply involved in our audit prep and are working hard to shine with our upcoming audit results.



## POLICY PLACE

### TIME KEEPING POLICY FOR NON-EXEMPT EMPLOYEES

Accurately recording time worked is the responsibility of every hourly, non-exempt employee. Federal and State laws require WHS to keep an accurate record of time worked in order to calculate employee pay and benefits.

Time worked is all the time actually spent on the job performing assigned duties. From the

moment you actually begin your duties until the end of the workday is time worked. Arriving early, leaving late or preliminary time spent in grooming, talking to others or attending to personal matters is not considered time worked.

Time records cover one pay period (two weeks). The normal workweek begins Sunday at 12:01 a.m. and ends two weeks later on Saturday at midnight.

Hourly employees should accurately record the time they begin and end their work by punching the time clock. They should also record the beginning and ending time of any split shift or departure from work for personal reasons by punching the time clock. Hourly employees should report to work no more than 15 minutes prior to their scheduled shift or stay no more than 15 minutes after their scheduled stop time without expressed authorization from their supervisor.

For Youth Care Workers, Casual Youth Care Workers, Part-time and Safety Support Team Members (Second Shift only) Shift Premium, if applicable, will be paid for actual hours worked. This does not apply to APL, Holiday, Bereavement, or Jury Duty hours.

Shift Premium will be used as part of the calculation for determining the regular rate of pay for overtime purposes.

The time zone for Shift Premium is 2:00 p.m. to midnight - Staff must work a minimum of 3 consecutive hours in the time zone to qualify for the Shift Premium.

Employees are prohibited from performing job functions “off the clock” that is not reflected on their time records. No one may authorize or instruct employees to perform work on behalf of WHS that is not accurately recorded in the time record. Violations should be reported immediately to the Human Resources Department.

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