Be Present

Family Impact Work Policy

Community Management Personnel Policy

Community Management field team members will be allowed to work flexible hours provided the following:

- The leasing office remains open and appropriately staffed as per the communities' posted hours – M-F 9-6, Sat 10-5 and Sunday 12-5. This may result in the office being opened and manned for more hours than posted.
- Schedules must be preapproved weekly by the Regional Manager.

Time Worked

All team members must use the ADP WFA code for time worked under the policy. New hires need to complete 90 days of service prior to the request or use of WFA. Team members with a modified work arrangement who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Thompson Thrift's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the team member's supervisor. Failure to comply with this requirement may result in termination of the WFA days policy for any team member who does not adhere to this policy.

