

MEDICAL COLLEGE OF OHIO

Subject: WORK SCHEDULES

Policy No.: 05-016

Work schedules showing the employees' shift, work days and days off, will be posted on bulletin boards in all major areas indicating the current week's schedule, and two more weeks in advance, unless there is a mutual agreement to a different system on a department by department or area basis.

It is expected that all employees will follow the schedules as set forth by their respective department or area heads. If an employee has any questions concerning this schedule, he/she should consult the immediate supervisor. Posted schedules may be changed depending on operational needs of the institution. The Employer will give as much advance notice to an employee as possible.

Employees may not switch schedules among themselves without their department or area head's prior approval.

There may be those instances whereby an employee may be requested to work hours in addition to, or in lieu of his or her regularly scheduled shift.

Likewise, there may be emergency situations such as an internal or external disaster which would require additional staffing. Compensation for additional hours worked is discussed in 05-021 Overtime and 05-022 Call-Back Pay. If an employee refuses to work in such an emergency situation without adequate reason, such refusal can be considered a serious offense and may justify disciplinary action. The Human Resources Office will determine what can be considered an "emergency situation".

Source: Vice President for Operations

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