


<b>Name of Policy:</b> <u>Overtime</u> <b>Policy Number:</b> 3364-107-202 <b>Department:</b> Pathology-Laboratory <b>Approving Officer:</b> Chief Operating Officer-UTMC <b>Responsible Agent:</b> Director, Clinical Pathology Administrative Director, Lab <b>Scope:</b> Pathology-Laboratory	  <b>Effective Date:</b> 1/4/2023 Initial Effective Date: 5/20/1995				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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**(A) Policy Statement**

Obtain overtime approval prior to working additional hours.

**(B) Purpose of Policy**

To control and allocate budgeted overtime hours efficiently.

**(C) Procedure**

1. Submit requests for overtime in writing with justification, when possible, to the Lab Manager, Coordinator, or Supervisor before working the additional hours. Alternatively, and in an emergency, overtime may be approved by the Lab Manager, Coordinator, Supervisor, Lead Tech, or Director by phone or on site.
2. Overtime will be paid according to Article 22 of the University of Toledo Medical Center AFSCME bargaining unit agreement.

<b>Approved by:</b>  _____ /s/ Amira Gohara, M.D. Professor Director, Clinical Pathology  _____ /s/ Christine Stesney-Ridenour Chief Operating Officer-UTMC Review/Revision Completed by: Heather Byrd – Administrative Director - Lab	<b>Review/Revision Date:</b> 09/29/92 1/4/2021 09/22/98 1/04/2023 10/06/03 10/4/04 09/30/05 09/18/06 09/14/2007 6/10/2008 5/1/2011 3/1/2013 2-20-2015 2/10/2017 1/22/2019  <b>Next Review Date:</b> 1/4/2025
<b>Policies Superseded by This Policy:</b> P-02	