**Policy Statement**

Obtain overtime approval prior to working additional hours.

**Purpose of Policy**

To control and allocate budgeted overtime hours efficiently.

**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 or Director by phone.
2. Overtime will be paid according to Article 22 of the University of Toledo Medical Center AFSCME bargaining unit agreement.

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**Approved by:**

Robert L. Booth, Jr., M.D.
Associate Professor
Director, Clinical Pathology/Hematopathology

Daniel Barbée, RN, BSN, MBA
Chief Executive Officer-UTMC

**Review/Revision Completed By:**

Cynthia O'Connell – Administrative Director - Lab

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**Policy Superseded by This Policy:** P-02

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**Effective Date:** 2/10/2017
**Initial Effective Date:** 5/20/1995

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**Next Review Date:** 2-10/2019