Posted Overtime Hours and Extra Hours

Policy Number: 3364-107-210
Department: Pathology-Laboratory
Approving Officer: Chief Executive Officer-UTMC
                    Director, Clinical
Responsible Agent: Pathology/Hematopathology
                    Administrative Director, Lab
Scope: Pathology-Laboratory

Effective Date: 2/13/2017
Initial Effective Date: 6/22/2007

(A) Policy Statement

Laboratory personnel who sign up for overtime or extra hours are committed to working those hours. These are considered scheduled hours and must be treated as such.

(B) Purpose of Policy

To ensure adequate staffing levels.

(C) Procedure

- Any staff member that signs up for overtime or extra hours must work those hours. This is considered scheduled time.
- No staff member can remove his/her name without doing the following:
  - Find someone to work those hours for him/her.
  - Give the supervisor of the shift at least 72 hours notice. The employee must have proof of such notification. The supervisor/coordi

Any staff member removing his/her name or initials from the sign up sheet without following the above, will be considered absent from work and may be subject to corrective action.

Approved by:

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Next Review Date: 2/13/2019

Policies Superseded by This Policy: P-10