


<b>Name of Policy:</b> <b>Overtime</b> <b>Policy Number:</b> 3364-107-202 <b>Approving Officer:</b> Medical Director, Clinical Pathology <b>Responsible Agent:</b> Director, Clinical Pathology Administrative Director, Lab <b>Scope:</b> Pathology Laboratory University of Toledo Medical Center		 <b>Effective date:</b> 01/04/2025 <b>Original effective date:</b> 05/20/1995	
Key words: Overtime, allocation efficiency, written request, emergency approval, AFSCME bargaining agreement			
<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

(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.

<p>Approved by:</p> <p><u>/s/</u> Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p><u>1/10/2025</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>P-02</i></li></ul> <p>Initial effective date: 05/20/1995</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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