


<b>Name of Policy:</b> <b>Posted Overtime Hours and Extra Hours</b>		 <b>Effective date:</b> 01/04/2025 <b>Original effective date:</b> 06/22/2007	
<b>Policy Number:</b> 3364-107-210			
<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			
Key words: Overtime, extra hours, adequate staffing, commitment, corrective action.			
<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

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

1. Any staff member that signs up for overtime or extra hours must work those hours. This is considered scheduled time.
2. No staff member can remove his/her name without doing the following.
  - o Find someone to work those hours for him/her.
  - o Give the supervisor of the shift at least 72 hours' notice. The employee must have proof of such notification. The supervisor/coordinator will date and initial the change on the sign-up sheet.
3. 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.

<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Policies Superseded by This Policy: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-10</i></li></ul> <p>Initial effective date: 06/22/2007</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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