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/coordinate will date and initial the change on the sign-up sheet.

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:

/s/ Amira Gohara, M.D. 01/05/2023
Professor
Director, Clinical Pathology

/s/ Christine Stesney-Ridenour 01/10/2023
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Review/Revision Completed by:
Heather Byrd – Administrative Director - Lab

Next Review Date: 1/4/2025