### Policy Statement

Assure appropriate staffing of the Pharmacy Department.

### Purpose of Policy

To establish staffing requirements for contingent pharmacy staff.

### Procedure

1. All procedures for offering of available staffing hours will be done in compliance with the UTMC-American Federation of State County and Municipal Employee contract.

2. If offered available shifts, contingent staff are expected to work at least four shifts per calendar month. A weekend shift will count as two shifts for purposes of this policy. A weekend shift is defined as in the labor contract. Contingent staff not meeting the minimum staffing requirement may be terminated to meet department needs.

3. A shift is considered working 4 or more consecutive hours in a 24 hour period.

4. Contingent staff may be required to work at least 2 observed or recognized holidays per calendar year.

5. Contingent Pharmacists will not work more than maximum permitted hours per calendar year than permissible under federal and state laws, human resource policy, or the current union contract.

6. Contingent staff will be subject to the same credentialing and competency requirements as regular departmental staff.

---

**Polices Superseded by This Policy:**

---