A. GENERAL STATEMENT OF POLICY:

To establish work-schedule for non-exempt positions

B. SCOPE:

This policy will cover the Department of Surgery.

C. ADMINISTRATION:

This policy will be revised by the administrator and approved by the chairman.

D. TEXT:

Non exempt employees are expected to work 8-hour days between the hours of 8:00 a.m. - 5:00 p.m. Because the non-exempt positions require patient/client contact, support of the faculty, residents, and administrator, and the coverage of telephones, these hours are not flexible. (Employees may not establish their own hours). Therefore, late arrivals and early departures must be pre-approved by the appropriate supervisor, and the time missed shall be subtracted from vacation or sick leave, whichever is appropriate. Due to clinics starting earlier than 8:00 a.m. or going past 5:00 p.m. certain employees will be required to work staggered 8 hour shifts (ie. 7:30 to 4:30 or 8:30 to 5:30). This will be at the discretion of the associate administrator, PSS supervisor, or nurse manager and must be approved prior to working the proposed coverage schedule.

Lunch hours are a provided break, as well as a much-needed break. This hour is not made available for employees to accumulate overtime or to work in order to shorten the workday. Unless an employee has been asked to work through lunch, this hour will not be considered as working time and employees will have 1 hour subtracted from each day's schedule. A lunch hour should be completed between the hours of 11:00 a.m. - 2:00 p.m. Any other time away from the job will need to be subtracted from the appropriate type of leave.

All paid overtime must either be required (i.e. extended clinic hours) or must gain prior approval of the supervisor. Any overtime (greater than 8 hours per day or weekends) which has not had prior approval will not be paid.

Adherence to this policy is mandatory. Employees will be evaluated for compliance on the yearly performance evaluation. Any deviance from this policy will result in disciplinary action. Repeated non-compliance may result in termination from employment.

E. DISTRIBUTION

This policy and procedure should be distributed to all Department of Surgery Employees.

F. REVISION

It shall be the responsibility of the administrator and/or designee to indicate any revisions to this policy and it shall be the responsibility of the chairman to approve any revisions to this policy.