

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
SCHEDULING POLICY**

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Effective Date: December 1996
Cross Referenced:
Reviewed Date: 3/29/12
Revised Date: 01/12

Policy No: GENLAB 8.06
Origin: General Lab
Authority: Laboratory Director
Page: 1 of 2

PURPOSE: To staff the laboratory seven days per week, 24 hours per day in order to provide continuous laboratory services to inpatients.

POLICY: This policy applies to the technologists and phlebotomists of the Department of Pathology at Hackettstown Regional Medical Center regardless of employment status (e.g. Full-time, part-time or per-diem), except where indicated.

Definition of terms used in this policy:

- Shift is defined as 8 hours
- Shifts per Week, is defined as the total number of hours to be worked per week as specified in the employee's job description, divided by 8
- Normal Working Schedule is defined as fulfillment of Shifts per Week, working 1 shift per working day
- Special Working Schedule is defined as any deviation from the Normal Working Schedule
- Weekend is defined as Saturday and Sunday
- Holidays – Summer holidays; Memorial Day, Fourth of July and Labor Day. Winter holidays; New Years, Thanksgiving and Christmas Eve (2nd shift) and Christmas Day. Hours are as per stated in the HRMC handbook.
- Employee is defined as a Hackettstown Regional Medical Center employee working in the department of Pathology

Minimum Staffing requirements:

1st shift

4 technologists
4 phlebotomists

2nd shift

2 technologists
2 phlebotomists

3rd shift

1 technologist
1 phlebotomist

All requests must be submitted in writing.

GENERAL SCHEDULE

1. Requests for a change of schedule to another Normal Working Schedule or Special Schedule should be received 30 days prior to the tentative start date of the new schedule, unless in case of a true emergency as determined by the supervisor.
2. A change in the schedule will be accommodated in the order that it is received, as hours become available and conditions allow.
3. Schedules can change:
 - At the employee's request, so long as the hours the employee wishes to vacate can be covered.
 - If the department staffing conditions dictate that the newly requested schedule cannot be accommodated, the schedule can be changed.
 - If minimum staffing requirements cannot be met.

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VACATION/REQUESTED DAYS OFF/A.L. TIME

1. Requests for vacation/A.L. should be received 30 days prior to requested start date.
2. If received with less than 30 days' notice, the requesting employee may be required to find his/her own coverage, as long as such coverage does not add time to the operating budget (overtime).
NOTE: Once an employee accepts coverage of a shift for a fellow employee, it is his/her responsibility to work or find coverage for the shift.
3. Vacation/A.L. time may be denied if minimum staffing requirements cannot be met

WEEKENDS

1. All employees will be scheduled to work 2 weekend days (Saturday and/or Sunday) every 3 weeks or every other weekend.
2. Coverage for requested weekends off will be posted as "Needed Coverage."

POSTED SIGN UP COVERAGE

1. Once an employee has voluntarily accepted extra time from the coverage sheet, it is his/her responsibility to work the shift or find substitute coverage for the shift. Please remember when signing up for coverage that overtime is not acceptable.
2. When open shifts are still available 7 days prior to the shift, efforts to cover these shifts will be initiated in order as follows:
 - All per-diems will be contacted for possible coverage availability
 - Excess day shift personnel will be reassigned
 - On call person will be required to cover (open 11-7 shifts only)
 - Full and part-time employees will be expected to cover any remaining open shifts by either finding coverage or working the shift. The process will proceed in alphabetical order. Once an employee has provided actual working coverage, he/she will not be expected to do so again until all remaining employees have taken their turn

HOLIDAYS

All employees will be scheduled to work one summer and one winter holiday.

*Any and all requests are subject to supervisor approval.
All requests will be handled on a first-come, first-served basis.*