

HACKETTSTOWN COMMUNITY HOSPITAL
Administrative Policy and Procedure

SECTION: Human Resources

Number: HR30
Number of Pages: 1 of 3
Issue Date: May 2004
Revised/Reviewed Date:

TITLE: OVERTIME POLICY – DIRECT PATIENT CARE WORKERS

PURPOSE:

To define the policy and procedure governing the use of overtime for hourly employees providing direct patient care.

POLICY:

It is the policy of Hackettstown Community Hospital not to require hourly employees providing direct patient care to work more than their regularly scheduled hours each day or in excess of 40 hours per week, except in the case of “unforeseeable emergent circumstances” as defined below. The hospital will not discriminate or discipline an employee who refuses to voluntarily work overtime.

Voluntary Overtime

Employees may volunteer to work more hours than their regular schedule by providing their manager with dates and time they are available to work overtime. Managers may schedule the employee according to their overtime availability or contact the employee if a vacancy occurs.

Unforeseeable Emergent Circumstances

Unforeseeable emergent circumstances occur when:

1. Hospital personnel have exhausted all reasonable efforts to obtain staffing;
2. In the event of any declared national, state or municipal emergency, or
3. In the event of an emergency or disaster that causes the hospital to activate its Emergency or Disaster Plan.

Employees who are required to work overtime in emergent circumstances may be given time off (up to one hour) to arrange for the care of minor children or elderly/disabled family members.

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Reasonable Efforts to Obtain Staff

“Reasonable efforts” to obtain staff are considered to be when hospital personnel have:

1. Asked for volunteers;
2. Contacted all qualified employees who have made themselves available to work extra time (including per diem staff); and
3. Tried to obtain staff from a temporary agency.

When all reasonable efforts have been made and an employee is required to work overtime, the employee will be provided with the number of individuals who have been contacted to work. If employees feel that reasonable efforts were not made to find staff or that the situation for which they were required to work overtime was not emergent, the employee may file a complaint with the New Jersey Department of Labor.

Interventional Procedures

Hourly employees participating in surgical or therapeutic interventional procedures that are in progress and extend beyond the employee’s regularly scheduled hours may be required to complete the procedure.

Non-covered Individuals

Individuals excluded from this policy are physicians, volunteers, employees who volunteer to work overtime, employees who assume on-call duty, and employees who are involved in surgical or therapeutic interventional procedures that are in progress when their shift ends.

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**HACKETTSTOWN COMMUNITY HOSPITAL
UNFORESEEABLE EMERGENT MANDATORY OVERTIME**

Employee _____ Date _____

Department _____ Position _____

Work Schedule for week ending _____ Mandated OT Hours _____

Manager/Supervisor Mandating Overtime _____

Circumstances surrounding the emergent mandatory overtime requirement: _____

Employees (including per diem) and agencies contacted:

	Name	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

_____ Time off (up to one hour) granted to arrange for child/elder care.

_____ Employee notified of number of individuals contacted.

Manager / Supervisor signature _____