

HUMAN RESOURCES PROCEDURE MANUAL

Section: Compensation

Number: 3000-2000



Subject: Overtime Utilization

Written: 07/09

Parkland

Review Date: 07/09

Revision Date: 07/09

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PURPOSE:

To establish guidelines on the use of overtime for non-exempt team members, with the exception of individuals employed by Parkland Health and Hospital System as House team members in the UTSW Residency training Program or the Parkland Health and Hospital System Oral Maxillofacial Residency Training Program. The purpose is to ensure efficient utilization of team members in maximizing patient safety in the provision of care to the patients of Parkland Health and Hospital System

PROCEDURE:

1. Department managers and directors will be responsible for ensuring appropriate use of overtime within each department.
2. Department managers and directors will review overtime usage on a bi-weekly basis and ensure overtime does not exceed budget.
3. Maximum Hours:
 1. A maximum of 120 hours worked per pay period for all employees.
 2. A maximum of 16 hours scheduled per 24-hour period.
4. Consecutive Shifts*:
 1. Team members scheduled for 12 hour shifts will take at least one day off after working 5 consecutive shifts.
 2. Team members scheduled for 10 hour shifts will take at least one day off after working 6 consecutive shifts
 3. Team members scheduled for 8 hour shifts will take at least one day off after working 8 consecutive shifts.
5. Pre-Scheduled Hours for Non-Exempt Staff;
 1. Team members scheduled for either 8 or 10 hours shifts may be pre-scheduled for a maximum of 40 hours per calendar week.
 2. Team members scheduled for 12-hour shifts may be pre-scheduled for a maximum of 48 hours per calendar week.
 3. Exceptions will be made on a shift to shift basis by Unit Manager or designee based on unit requirements.

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6. Authorization Documentation

1. Scheduled overtime – Overtime that was requested by supervisor** to meet department needs. Scheduled OT must be approved prior to being incurred, according to the department procedures.
3. Unscheduled Overtime – Overtime of less than one (1) shift/scheduled work period that occurs when an employee stays past the end of their shift to complete their duties (unscheduled OT should only be incurred in patient care areas. All other areas should require prior approval before OT is incurred).. The employee is responsible for ensuring the OT is approved by the supervisor**, according to the department procedures.
4. The supervisor** is responsible for ensuring the area Time & Attendance (T & A) editor receives the appropriate approved documentation in a timely manner.

* Team members scheduled as 7on/7off and 24 hour shifts are exempt from these sections of the procedure.

** The role of Supervisor may include Scheduling Coordinator, Department Manager, Unit Manager, Associate Unit Manager, or Administrative Supervisor, Shift Supervisor or Charge Nurse.

Exception Review:

This procedure has been developed to provide overall operational guidelines. Exceptions to this policy must be requested and approved in advance by your respective Vice President/Senior Vice President , as well as your respective Executive Vice President or CEO. All requests will be reviewed for appropriateness, including the impact on PHHS operations and the benefit to PHHS.

Approved:

Candy Knowles
Sr. Vice President and
Chief Human Resources Officer

John M. Hauptert
Executive Vice President
& Chief Operating Officer