

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.8.1	PAGE: 1 OF: 2
SUBJECT: WORK SCHEDULE CHANGES	
DEPARTMENTS AFFECTED: ALL	APPROVED BY:
ISSUE DATE: 12-18-91	REVISED: 6-26-98
EFFECTIVE DATE: 12-1-91	

PURPOSE: To establish equitable and consistent guidelines for management to use when workload changes require either temporary or indefinite alterations of employee's schedules. Workload changes may result from volume fluctuations, new technology or other causes.

POLICY: Marklund provides a wide range of services on a 24-hour, seven day a week basis. A variety of work schedules have been developed to assure adequate staffing at all times. While maintaining reasonable work schedules, Marklund reserves the right to require employees to work at times other than usual hours when this is necessary to match staffing to workload. These alterations in hours may be temporary or indefinite and may involve a decrease or an increase in scheduled hours.

PROCEDURE:

I. Increased Hours:

Hours beyond employee's normal schedules will normally be assigned on a voluntary basis. However, situations may arise where additional hours are considered mandatory if an insufficient number of employees volunteer to perform the work. Alterations which involve the scheduling of additional work hours will be compensated in accordance with the overtime provisions of Marklund and the Fair Labor Standards Act.

II. Decreased Hours:

A. Temporary Reductions:

1. Temporary reductions in work hours or days (the lack of work time) will be assigned on a voluntary basis, if possible. In the absence of a volunteer, reductions will be allocated on a rotating basis to all part-time and full-time employees.

2. Lack of work alterations may be handled in any of the following ways:
 - a. The employee may be temporarily reassigned for the period of the reduction.
 - b. In the absence of reassignment, the employee will be released from work without pay for the duration of the reduction. Benefit accruals which are based on paid hours will not be accumulated during the period the employee is in non-paid status, i.e. accrual of benefits including health insurance, life and disability insurance and tuition reimbursement, will remain in force.
1. Supervisors will notify employees prior to the beginning of their shift, that their services will not be required, and if possible, will inform those employees, at that time, when they are next scheduled to work.

B. Reduction of Long Term or Indefinite Duration:

When there is more than one person in the department and job classification affected, the department's work load and service requirements, as well as employee seniority will be taken into account in determining an equitable reduction in hours for the employees.