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Beaumont

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Area	Laboratory- Operations
Applicability	Dearborn, Taylor, Trenton, Wayne

Laboratory Staff Shift and Start Time Assignments

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The Laboratory has an on-going commitment to procure specimens, to provide testing in a timely manner and to provide quality patient services. Circumstances may arise that require shift start time and/or shift assignments to be modified or changed whether temporarily or permanently. Therefore, it is necessary to provide a reasonable framework to maintain adequate professional and support staff as well as a mechanism for the adjustment of shift start times and shift assignments in a fair, consistent manner for all staff.

II. PROCEDURE:

- A. Minimum staffing requirements will be established by management for each shift and job classification. These staffing requirements will include shift start time needed to provide appropriate shift to shift overlap. Staffing requirements and start time will be determined and adjusted when required to meet workload demands. Management will determine whether the needed changes are for temporary or permanent coverage.
 - 1. Laboratory supervisors/managers (or designee) will generate either a 2 or 4 week schedule based on pay periods for all department staff which provides 24 hour laboratory coverage seven days per week.
 - 2. At the beginning of each shift, the Laboratory will assess daily workload and testing demands. Staffing will then be evaluated to ensure sufficient professional and support staff are available to meet patient care needs.
 - 3. During this process, managers, supervisors, or their designees will review hours scheduled to confirm compliance with the staffing-to-demand ratio. Appropriate workload adjustments will be made to minimize the use of overtime.

- B. Employees may be asked to change or modify their shift start time and/or shifts. A minimum of two weeks' notice will be given for all forced changes. No employee is hired with either a "permanent" schedule or start time.
- C. If adjustments to start times or shift changes need to be made within a department, shift or cost center, the new start time(s) or shift will be offered in order of seniority starting with the most system seniority in the job classification and status required. If start times are to be rotated among staff, it must be done in a fair, equitable manner for all of the staff in the job classification and status.
- D. If no one in the affected cost center is willing to make the change, the change of start time or shift assignment will be made to the individual with the least system seniority in the job classification and status required.
- E. An employee refusing to work the new start time or shift when assigned will be charged with refusing to follow a direct order and will be subject to the [Coaching, Performance Correction and Internal Appeal](#) policy.
- F. The reason for the change of start times and/or shift and the efforts made to cover for this change will be documented by the manager.

Approval Signatures

Step Description	Approver	Date
Medical Directors	Muhammad Arshad: Chief, Pathology	1/8/2024
Medical Directors	Jeremy Powers: Chief, Pathology	1/3/2024
Policy and Forms Steering Committee Approval (if needed)	Kimberly Cole: Spec, Operations	1/3/2024
Site Laboratory Leaders	Kimberly Geck: Dir, Lab Operations B	1/2/2024
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Applicability

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