


<p>New Vision Medical Laboratories</p> <p>Human Resources Policy Manual</p> <p>Chapter 3: Compensation</p>		<p>Policy Number: nvml.hr.3.09b</p> <p>Initiation Date: 01/01/2003</p>
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SUBJECT: Weekend Shift Differential Policy & Procedure

SCOPE: This policy applies to non-exempt employees working in an eligible market, facility, job code, and department approved for weekend shift differential and providing services for weekend shifts.

POLICY: Providing an environment where our patients receive safe, high quality healthcare and where our employees experience our commitment to human dignity, justice and sacredness of life is the cornerstone of all we do. Because, we provide a vital service to the community, employees should expect that certain of our facilities will remain open and operational 24/7 to meet the healthcare needs of those we serve. To this end, the weekend shift differential policy has been established to acknowledge the commitment of our employees who work weekend shifts in a qualifying facility. This policy defines differential eligibility, shift zone definitions and sets forth the qualifying rules for non-exempt employees working during the weekend shift differential zone in an eligible market, facility, department and job code.

PROCEDURE: Eligibility and Approval

Market leadership, in conjunction with the System Compensation Department, will determine which markets, facilities, departments and job codes are eligible for shift differential.

Weekend Differential

1. A non-exempt employee in a job code and facility approved for weekend differential and who works hours within the weekend shift differential zone, between 11:00 PM Friday and 11:00 PM Sunday, will receive a fixed weekend shift differential rate in addition to their base hourly rate for hours worked during the weekend shift differential zone, provided that the employee works at least 4 consecutive hours during the weekend shift differential zone. If the market has an approved variation of the weekend shift differential zone, the weekend shift differential rate, or the 4 consecutive hours rule, such market standards shall apply for eligible non-exempt employees in that market.
2. Weekend shift differential will be paid in addition to evening and/or night shift differentials, when applicable.
3. Weekend shift differential will be paid in addition to holiday premium hours worked on recognized holidays. Weekend shift differential is applicable only during worked hours.
4. Weekend shift differential will not be paid on on-call and call-back guaranteed minimums.

5. Weekend shift differentials paid are included when calculating overtime pay.

Manager Responsibilities

1. During department orientation, the manager will inform those non-exempt employees working in eligible job codes, facilities and departments of their eligibility for weekend shift differential.

Employee Responsibilities

1. Employee will notify his or her manager of any weekend shift differential inaccurately applied to his or her pay check.

Definitions:

Weekend Shift Differential Zone - The time zone in which weekend shift differential shall apply as provided in this policy. Weekend shift differential shall only apply when at least 4 consecutive hours are worked during one shift between the hours of 11:00 PM Friday and 11:00 PM Sunday.

Exceptions:

Exempt employees are not covered by this policy.

Policy Approval:

Approved by Dan Myers - Executive Director of New Vision Medical
Laboratory 7/27/2016