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Introduction:

This policy is written in addition to the JHHS/JHH Compensation Policy, to clarify, point out additions to, or variations of the JHHS/JHH policy. The Department of Pathology employs both Non-Exempt and Exempt employees.

Overall Objective:

The principal objective of the Department of Pathology Compensation Program is to attract, motivate, and retain a highly qualified workforce in order to achieve the organizational goals in the most cost-effective manner.

Definitions and Guidelines:

Exempt Employees - Exempt employees are not subject to (i.e., are exempt from) the minimum wage and overtime provisions of the Fair Labor Standards Act. They are exempt from these provisions due to the duties, responsibilities, and nature of the work performed, not on the hours it takes them to complete the job.


Non-Exempt Employees - Non-Exempt employees are subject to the minimum wage, overtime and other relevant provisions of the Fair Labor Standards Act. Non-Exempts are paid for all hours or partial hours worked within a defined pay period.

Pay Period:

Employees are paid biweekly on Friday in accord with Hospital practice, for wages earned in the biweekly payroll period ending at 11:30 p.m. the previous Saturday. (JHHS/JHH work week is regularly a seven-day, 168-hour period, beginning at 7:00 am each Sunday.)

Documentation of Time Worked and Time off:

Sign-in sheets are posted near the workstations in the laboratory areas for employees to document their time worked and the approved time off. The scheduled times for each employee are listed on the sign-in sheet under his/her name (i.e., 7:00 a.m. to 3:30 p.m., or 9:00 a.m. to 5:30 p.m.). The employee must document their actual arrival and departure times, not the scheduled time. Hours worked outside of the indicated time period must be countersigned (initialed) by a supervisor or designee.

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Personal Time Off (PTO):

Employees are asked to schedule their time off in advance whenever possible. To be considered by seniority all requests for blocks of vacation (three days or more) must be submitted in writing 90 days prior to the first day of vacation. All other requests will be considered on a first come basis. Employees are not allowed to request PTO in a week in which they have already worked 40 regular hours. PTO accruals are based on FTE status and seniority, not on hours worked in a pay period.


The hospital will be replacing PTO with two new codes: PTU and PTS. Once these codes are available PTO will not be used and any paid time should be categorized as scheduled or unscheduled.

PTS – (Paid Time Scheduled) is paid time off approved in advance.

PTU – (Paid Time Unscheduled) is paid time off that was not scheduled in advance.

A call-out on the same day for any reason is unscheduled PTO (exception: approved FML). The hospital attendance policy is no-fault; therefore this situation is an absence according to the JHHS/JHH attendance policy.

Due to the shortage of laboratory personnel, the Department of Pathology Administration has consented to offer “enhanced pay” for exempt employees in blocks of 4 (four) hours or more assigned/approved by the Supervisor to meet clinical service demands. Employees working on special projects which are charged back to the University are allowed enhanced pay in a minimum of 2 (two) hour blocks approved by the Supervisor.

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Enhanced pay is paid to eligible Exempt Clinical Laboratory Scientists who work additional shifts (or portions of shifts) to assume the work of another position. Enhanced pay is equal to time and one-half and may be paid to employee's who work greater than 80 hours in a given payroll period, and worked for a minimum period of four hours as approved by the laboratory manager or supervisor.


- a. Enhanced pay is paid in the same pay period in which it is worked. (The one exception is an instance where a Clinical Laboratory Scientist works extra hours, but plans to adjust his/her work hours later in the pay period. If at the end of the pay period there was no opportunity to reduce the hours worked, time in excess of four hours would be paid as enhanced pay).
- b. Part-time staff are paid at their regular rates for extra shifts until they have worked the equivalent of a full time schedule. Any eligible hours above that are paid at the enhanced rate.

Holiday Pay should be recorded per the Hospital policy. Employees regularly scheduled to work shifts greater than 8 hours will be paid 8 hours at the holiday rate and may make up the scheduled hours in excess of 8 hours elsewhere on the schedule or use PTO time. Eligible part-time Clinical Laboratory Scientists receive pro-rated holiday pay. They may make up the time elsewhere on the schedule or use PTO time. For this purpose only, PTO may be taken in increments other than 1 hour to combine with holiday pay to equal 8 hours.

Employees who are required to work a holiday have 60 days to take a substitute holiday. If circumstances do not allow for a substitute holiday within that timeframe, the Lab Administrator may approve a day's pay in lieu of the holiday.

Per Hospital policy, any employee who has an unapproved absence prior to, on, or following a paid holiday does not receive pay for that holiday. This applies to all staff, including Clinical Laboratory Scientists. This does not apply if the individual worked the holiday; it applies when the holiday is taken.

Charge Pay of \$1.00 per hour is paid in full shift increments in the absence of a Lead Clinical Laboratory Scientist, Specialist, or Lead Lab Tech in the assigned work area.

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Pathology Premium Pay (SUP) when activated by the administrator is paid as an additional flat rate of pay over and above the employee's regular and/or enhanced pay. Multiply the approved flat rate times the "premium" hours, \$10.00 x 8 = \$80.00 "SUP". This will allow the payroll system to recognize the payment as premium compensation.


Sign-On Bonus of \$5000 is paid to all newly hired Clinical Laboratory Scientists (CLS) and Histotechnicians. This bonus is given in three installments. The first \$2000 installment is paid to the employee when he/she is hired; the second \$2000 after the probationary period; and the final \$1000 installment is paid after six months service.

Recruitment Bonus for CLS and Histotechnicians in the amount of \$2000 is paid to a Hospital employee. The name of the recruiter must appear on the application of the newly hired employee. The bonus is paid after the CLS or Histotechnician completes the probationary period.

36-Hour Schedule includes every weekend and is considered a full time position, consisting of three 12-hour days. The employee is paid 40 hours for working 36. If the employee is on vacation, he/she is paid 40 hours PTO. These positions must be posted. Preference is given to employees that have good attendance records and are dependable in the laboratory.

Miscellaneous Time: Time worked in non-direct laboratory activities such as committee work, teaching, or in-services is considered part of the annual salary and should be included in the scheduled hours. In instances where these hours cannot be built into the schedule and are in greater than four hour increments, the hours are to be paid at straight time for Managerial Occ. Codes and at enhanced or OT pay for Clinical Occ. Codes as appropriate.

Compensatory Time: The Hospital does not recognize or pay compensatory time off.

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SHIFT DIFFERENTIALS

Standard off-shift rotations and weekend rotations are defined in the Program Shift Codes schedule included in the Annual Salary Planning Guidelines. Hospital policy states that employees receive shift differentials if they work a minimum of six consecutive hours during a shift where a differential applies. For example, an employee who works across two shifts such as 7pm – 7am would receive 8 hours of night shift differential and 4 hours of evening differential. Hours that are eligible for shift differentials are Evening 3pm – 11:00pm and Night 11pm – 7:00am.

Effective October 2005, the Department of Pathology added an Evening Shift premium and Night Shift premium to the standard Hospital shift differential.

PSE is set at \$.50/hr and PSN is set at \$.80/hr.

Evening Shift \$1.75 (SH2) + .50 (PSE) = \$2.25/hr

Night Shift \$2.20 (SH3) + .80 (PSN) = \$3.00/hr


WEEKEND DIFFERENTIALS

An employee who works four or more consecutive hours during designated weekend period is entitled to receive a weekend differential for all hours worked on that shift. Weekend hours are defined as beginning 11:00 pm Friday and ending 7:00 am Monday. Weekend differentials are paid in addition to any shift differential the employee is entitled for working the evening or night shift.

	<u>Clinical</u>	<u>Management</u>
Weekend Shift	\$1.25	\$1.25

OVERNIGHT BONUS

The Department of Pathology is consistently short staffed on the overnight shift. To reward and retain employees who have worked for six months on this shift, the Department has instituted a bonus which may be paid every six months (July to December, and January to June). The bonus will be \$500 to be paid for full time night shift Clinical Laboratory Scientists and Lead / Specialist Clinical Scientists. For employees in these categories that work these shifts at least half time but not full time, the bonus will be prorated. The Department of Pathology will review the application of this bonus every year.

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LINC / LEAP STAFF


Staff in the LINC or LEAP programs should follow normal payroll procedures, with the following clarifications.

1. Non-worked hours funded through LINC or LEAP should be recorded as 'reg' hours.
2. Staff in LINC or LEAP are discouraged from working additional hours. But if they do pick up extra hours, the LINC or LEAP-funded hours should be considered time worked in determining overtime eligibility.

STAFF WORKING OUTSIDE OF THE HOME AREA (NIGHTINGALE)

Laboratory staff working outside their primary area must adhere to the following guidelines for submission of their hours worked:

1. Staff must complete time sheet/s for all time worked in any lab area in order to be paid. *Work assignments in areas other than the primary unit require signing in/out on the worked units Time Sheets. If the employees name does not appear on the Time Sheet, use a blank space to record the worked time.*
2. Hours worked off the primary unit are entered into Nightingale by the supervisor of the non-primary area using the Supplemental process.
3. In the week following each pay period, laboratory managers and supervisors can print a report listing all employees who worked on his/her area. The manager should verify that this is accurate. Supplemental hours can also be seen for each employee prior to submission of the bi-weekly payroll.
4. Any inaccuracies should be investigated.

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ATTENDANCE MANAGEMENT

This section is a summary of Hospital policies for *exempt staff*. For clarification or elaboration see the Human Resources Policy and Procedure Manual.

The Attendance Management Policy applies to exempt staff in the same manner as all other employees for disciplinary purposes. It also applies to all shifts and required meetings and classes, including on-call, availability call, and overtime shifts.

Exempt staff may not be docked (paid less than full salary) for any purposes other than depletion of PTO balances. For example, pay may not be docked for lateness, short shifts, or time off due to suspension for disciplinary reasons. The only exception is discipline related to a safety violation.

Exempt Clinical Laboratory Scientists can be required to use PTO or old sick time in one hour blocks to cover short shifts. For example, if a CLS on an 8 hour shift works 6 hours and then goes home, 2 hours comes out of sick time/PTO. (This does not apply in cases where the manager allows the CLS to leave due to low volume, only when the CLS is leaving for sickness or personal reasons.) If a CLS signs up for an enhanced pay shift, on-call, or availability call and calls in sick, s/he will not receive PTO pay and will receive an occurrence.

REVIEW CYCLE	??	Pathology Human Resources Committee	Approval Date: Effective Date: Revision Date:
Department Administrator _____ Date: _____			