



Children's  
of Alabama

## Pharmacy Work Schedule

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### Approvals

- Committee Approval: Rx Leadership P&P Committee approved on 4/6/2017
  - Signature: Julie H. Lasseigne, Dir Pharmacy signed on 4/7/2017, 5:21:56 AM
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### Revision Insight

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12/02/2016 routine review, 4/6/2017 agenda; 02/24/2017 sent to Rx Lead Pharm and Rx Leadership for feedback; 04/06/2017 Rx Leadership P&P review;

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## Pharmacy Work Schedule

### I. Purpose

To define responsibilities of each Pharmacy employee regarding the posted work schedule.

### II. Scope

Applies to the Department of Pharmacy employees.

### III. Policy

1. It is the responsibility of each employee to review the posted work schedule and be present in the assigned work station at the designated time.
2. Failure to comply with this policy will result in progressive discipline according to COA standards (*see section below for specific penalties for 7 ON/7 OFF schedules*):
  - a. Fifth occurrence – verbal counseling
  - b. Sixth occurrence – 1st written warning
  - c. Seventh occurrence – 2nd written warning
  - d. Eighth occurrence – suspension and/or termination

### IV. Procedure

1. Swap or Trade of Work Shift
  - a. Employees are expected to work according to the posted work schedule.
  - b. Employees' swaps or trades must be approved by Pharmacy Management.
  - c. Any swaps or trades of work days must be done with a person of appropriate training.
  - d. Any swaps must be submitted on a [Shift SWAP Agreement](#) form to the Supervisor over the area affected prior to the shift occurring.
2. Work Schedule
  - a. All employees should review the posted schedule in advance at least once per pay period.
  - b. Do not write on, erase, mark out or alter the posted work schedule!
  - c. Should an employee fail to appear for work, the employee will be disciplined according to the personnel policy.
3. Meals and Breaks
  - a. Meals and breaks will be allowed through peer control so as to maintain adequate staffing in the Pharmacy Department at all times to meet patient needs.
    - i. Allowable meal duration is 30 minutes (one per shift).
    - ii. Allowable break duration is 15 minutes (two per shift if work permits).
  - b. Notify pharmacy management of abuse of this privilege.
4. Call in Procedure
  - a. Immediately notify your supervisor if and when you think you may be absent, tardy, or it becomes necessary for you to leave work early for any reason. Speak directly to your supervisor (voice-mail is not acceptable). If you are a 7on/7off employee, you will be required to find your replacement as stated in the 7on/7off policy. However, you must still notify your supervisor of any scheduling changes and follow the guidelines as stated below.
  - b. If it is after hours or your supervisor is not available, page or call them. A message **MUST** be left (cell phone, e-mail, voicemail, or pager) for the appropriate supervisor. If they do not respond to your message, please contact one of the other supervisors. (You may call the main pharmacy number to obtain their numbers if needed)
  - c. If you are unable to contact a supervisor, you may leave a message with a pharmacist. The pharmacist must follow the same procedure as stated above by paging one or all of the supervisors if needed.
  - d. "Report of Illness or Absence" form will be filled out by your supervisor and placed on file
  - e. Failure to comply with these guidelines will result in disciplinary action as stated by Children's of Alabama policies and procedures.
5. Overtime
  - a. Non-exempt employees
    - i. Non-exempt employees will work their assigned shifts posted on the pharmacy schedule.

- ii. Non-exempt employees will not clock in more than 7minutes early or clock out more than 7 minutes late without the permission of management.
  - iii. To skip lunch **breaks**, non-exempt employees must have permission of management. After hours or on weekends, permission may be granted by a pharmacist in the immediate work area provided e-mail notification is sent to management.
  - iv. For Non-exempt employees, pharmacy management must be notified and must document approval of overtime on the exception log or on the schedule. After hours or on weekend, permission for overtime may be granted and documented on the exception log by a pharmacist in the immediate work area provided e-mail notification is sent to management Shift trading must not affect overtime.
- b. Exempt employees
- i. Exempt employees will work their assigned shifts posted on the pharmacy schedule.
  - ii. For exempt employees, pharmacy management must be notified and must document approval of overtime on the exception log or on the schedule. After hours or on weekends, permission for overtime may be granted and documented on the exception log by a pharmacist in the immediate work area provided e-mail notification is sent to management Shift trading must not affect overtime.
- c. 7 ON/7 OFF Attendance
- i. Work Schedule Responsibilities
    - I. Employees assigned to a 7on / 7off schedule must work seven consecutive days, and then are scheduled off for seven consecutive days.
    - II. ***If an employee is unable to work any shift(s) during, their seven on, the employee is responsible for finding a replacement for the entire missed shift(s).*** Should a partner or alternate be required to fill in, then similar shift(s) off should be arranged for the partner or alternate's seven-on week. In any incident, the supervisor is to be notified of the arrangements made.
    - III. Exceptions to working seven consecutive days should be rare and receive prior written approval from the appropriate supervisor. If an employee is unable to find a replacement for the missed shift(s), and the supervisor arranges coverage, the Pharmacist will be required to fill open positions / shifts, at the discretion of their supervisor until the debt is fulfilled.
- d. Benefits
- i. Employees working on a 7on / 7off schedule are considered full time employees for the purpose of benefits. All benefits afforded regular full time employees are available for 7on / 7off employees **except accrual of Paid Time Off (PTO).**
  - ii. Employees, working under this contract, are benefit eligible, and covered under Extended Illness Bank (EIB - see personnel policy).
  - iii. Employees working on a 7on / 7off schedule are considered part time employees with regard to progressive discipline under the attendance policy. Each shift missed without finding a replacement for the whole shift will be defined as one (1) occurrence.
  - iv. Paid time off (vacation, holidays, sick time, personal days and sick family days) will be paid each pay period in lieu of accruing PTO. Those employees who have accumulated PTO prior to starting a 7on / 7off schedule will have the accrued PTO time paid out. EIB will continue to accrue based on hours worked and those hours will be used for reasons stated in COA Personnel policy only. Requested leave of absence may be approved by their supervisor. Validation of leave of absence is required. Please be reminded that a leave of absence form is required for a family and medical leave.
  - v. If an employee is hired into a 7on / 7off schedule, the usual method of paying benefits each pay period for 7on / 7off employees will begin with the first paycheck even though the employee may be working a regular shift during, orientation.
- e. Pay
- i. Pharmacists working a 7on/7off schedule will be paid a total of 80 hours each pay period. This includes hours worked, coverage pay, and non-productive pay.
    - I. Day and Evening Shifts:
      - Regular Pay-72 hours
      - Coverage Pay-8 hours
      - Total=80 hours
    - II. Night Shift:
      - Regular Pay-72 hours
      - Coverage Pay=8 hours
      - Total= 80 hours
  - ii. For exempt employees, additional income may be earned by working extra shifts during the seven days off. Approval from their supervisor must be obtained before the extra shifts can be worked. Additional hours will be paid as bonus pay.
  - iii. Pharmacy Support Staff working a 7on/7off schedule will work an extra 30 minutes if a 30 minute lunch is taken.
  - iv. For non-exempt employees, additional income may be earned by working extra shifts during the seven days off. Approval from their supervisor must be obtained before the extra shifts can be worked. Additional pay will be based on the employee's hourly rate.
- f. Penalties
- i. Failure to comply with the 7 ON/7 OFF portion of this policy will result in progressive discipline outlined below:

- I. Verbal Counseling-Third occurrence
  - II. 1st Written Warning-Fourth occurrence
  - III. 2nd Written Warning-Fifth occurrence
  - IV. Suspension and/ or termination- sixth occurrence
- ii. If the 7 on/7 off employee does not meet the responsibilities in section III, the employee may be returned to a normal schedule on a shift determined by the supervisor. One(1) breach of the above responsibilities can result in returning an employee to a normal shift determined by the director.
- g. Provisions
- i. The hospital retains the right to determine if any changes or cancellations of the 7on/7 off schedule are to occur. These changes or cancellations can occur after fourteen (14) days notice to the employee.

## V. Definitions

None listed.

## VII. Reference/Regulations

[Shift SWAP Agreement](#)

DOCUMENT OWNER: Melissa A. Bishop - Med Safety PI Pharmacist  
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