



Children's
of Alabama

Pharmacy Work Schedule

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Approvals

- Committee Approval: Rx Leadership P&P Committee approved on 6/7/2022
 - Signature: Ann H. Goolsby, Policy & Procedure Coordinator signed on 6/7/2022, 9:48:16 AM
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Revision Insight

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Revision Note:

4/28/2022 many changes recommended; discuss at RxL; 5/3/2022 unintentionally approved rather than approve with edits during meeting; created and discarded new draft until Luci support available to advise; 5/5/2022 COA P&P Coordinator advised to edit approved revision; edited and created new draft for RxL review; feedback closes 5/27/2022 Took out extra spaces - AG 6.7.22



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

- A. 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.
- B. Failure to comply with this policy will result in progressive discipline according to Children's of Alabama (COA) standards.

IV. Procedure

- A. Swap or Trade of Work Shift
 - 1. Employees are expected to work their assigned schedule and be present.
 - 2. Employees' swaps or trades must be approved by Pharmacy Management.
 - 3. Any swaps or trades of work days must be done with a person of appropriate training.
 - 4. Any swaps must be submitted on a [Shift SWAP Agreement](#) form to the Supervisor over the area affected prior to the shift occurring.
- B. Work Schedule
 - 1. Should an employee fail to appear for work, the employee will be disciplined according to the COA Human Resources policy.
 - 2. Employees are expected to work their assigned shifts and be present.
 - 3. 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. Pharmacist will email pharmacy management or employee will submit an exception form in INFOR.
 - 4. 7 ON/7 OFF Employees Attendance
 - a. Employees assigned to a 7on / 7off schedule must work seven consecutive days, and then are scheduled off for seven consecutive days.
 - b. 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, it will count as an occurrence. Pharmacists will be required to fill open positions / shifts, at the discretion of their supervisor until the debt is fulfilled.
 - c. ***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.
 - d. 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.
- C. Meals and Breaks
 - 1. Meals and breaks will be allowed through peer control to maintain adequate staffing in the Pharmacy Department at all times to meet patient needs.
 - a. Allowable meal duration is 30 minutes (one per shift)
 - b. Allowable break duration is 15 minutes (two per shift if work permits)
 - 2. Notify pharmacy management of abuse of this privilege.
- D. Call in Procedure
 - 1. Contact the lead pharmacist as soon as possible if you are unable to work your shift. The lead pharmacist will determine adequate coverage for the shift and ensure supervisor has been notified.
 - 2. In addition, employee must verbally contact or text their supervisor.

3. Failure to comply with these guidelines will result in disciplinary action as stated by COA policies and procedures.

E. Overtime

1. For Non-exempt employees, pharmacy management must be notified and approve of overtime. Shift trading must not affect overtime.
2. For exempt employees, additional income may be earned by working extra shifts as approved by pharmacy management.

F. Benefits

1. 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)**.
2. In lieu of accruing PTO, 7on / 7off employees are paid option pay.

G. Provisions

1. 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
SIGNATURES: Ann H. Goolsby, Policy & Procedure Coordinator (06/07/2022 08:48 AM PST)
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ATTACHMENTS: [Shift Swap Agreement](#)

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