

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: PERSONNEL

POLICY # P-10

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SUBJECT: Requesting Flexible and Alternate Work Schedules

EFFECTIVE DATE: January 2012

SUPERCEDES DATE: May 2006

PURPOSE

To provide instructions as to the step-by-step process for requesting flexible and alternate work schedules.

DEFINITIONS

Flexible schedule-

Flexible schedule A schedule outside the routine working hours of the work unit, which meets the needs of both the individual employee and the facility.

Alternate work schedule A schedule outside the normal established shift schedule that the entire work unit utilizes, such as a 10-hour or 12-hour shift schedule.

Weekend Option(36 hour) –A schedule by which an employee works a 12 hour shift every **Friday**, Saturday and Sunday. This schedule requires a special contract with the employee.

POLICY

Schedules outside of eight (8) hour shifts for all employees in the work unit, must be approved by the Division Director.

Flexible schedules to accommodate for individual employee's personal needs are encouraged as long as the flexible schedule meets the needs of the work unit. Examples are: an employee reporting for duty 30 minutes later than the shift begins in order to get children to school but also leaves 30 minutes later at the end of the shift; or a flexible schedule on Mondays, Wednesdays and Fridays in order to return to an academic school.

PROCEDURE

Flexible Schedule

A Flexible schedule is worked out between the facility administration, facility health authority and the employee.

Alternative Schedule - Nursing

1. The nurse manager discusses alternative scheduling with the superintendent and the Assistant Director of Nursing. If the superintendent supports plan, he/she obtains approval of the Regional Director. From that discussion, a written proposal is developed. The proposal is to state that the Superintendent, Regional Director and Assistant Director of Nursing are in agreement with the proposal.
2. The nurse manager makes out a sample schedule for one month depicting the alternative schedule insuring proper coverage is met.

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3. The written proposal and sample schedule is submitted up the clinical and administrative chains of commands beginning with the superintendent.
 4. The Director of Nursing for the Division of Prisons will review and make recommendations to the Chief of Health Services.
 5. The Chief of Health Services will make recommendations to Deputy Director for HS for final decision.
 6. Decision of Deputy is forwarded to Admin Services.
 7. Administrative Services will inform the Division Director who will make the final decision.
 8. Upon approval, Administrative Services will request the Classification Section of Personnel to approve the alternative schedule.
 9. Upon approval, Personnel will notify Administrative Services who will inform the Superintendent and Administrative Officer of facility making initial request.
 10. Personnel will arrange Time Sheet training at the facility, if necessary
 11. If the alternate schedule is the Weekend Option, the Nurse Manager will have the Weekend Option contract completed along with signatures, and submit to the Director of Nursing for signature who will return the contract to the facility. The Administrative Officer will submit the contract to Personnel.



1/31/12

Paula Smith, M.D., Director of Health Services

Date

SOR: Director of Nursing