

**Respiratory Care Services  
John Dempsey Hospital  
Policy and Procedure Manual**

**Subject:** Mandatory Overtime

**Rationale:** To ensure adequate staffing to provide care to our patients.

**Procedure:** Staff are occasionally mandated to stay and work the next shift due to short staffing, sick calls, patient volume fluctuations, etc.. The night shift will be mandated to cover days, days will be mandated to cover evenings, evenings will be mandated to cover nights. The rotation will be by inverse seniority. The least senior person who is working will be mandated to stay to cover the next shift. The next time someone from that shift must be mandated the next least senior person who is working will be mandated to stay over and cover the next shift. The number of hours that person worked when last mandated is not relevant. If a staff member was mandated to stay over for any length of time their name goes to the bottom of the rotation. Per diems or volunteers will be asked first whenever possible.

1. The supervisor or his/her designee will determine when it is necessary to mandate staff to cover the next shift.
2. Employees already scheduled to work a double shift will not be mandated.

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