

## Employment of Medical Personnel for Extended Duty

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**Policy** Critical shortages of coverage on evening and weekend shifts in certain medically related areas sometimes make it impossible to maintain an adequate staff to meet all workload requirements. In order to meet such workloads, an employee of the State who is exempt from the hours of work and overtime provisions of FLSA may, if the employee agrees, be scheduled to work additional hours beyond the regular work schedule and receive pay on a straight-time basis.

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**Limitation on Hours** The number of extended duty hours will be limited to 20 hours per week.

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**Pay** If such additional duty involves primarily the direct care and treatment of patients or other activities which can be performed only by the employee approved for extended duty, the employee may be paid for such additional time on a straight-time basis at a rate of pay to be determined by the nature of the duties to be performed.

Thus, an employee's rate of pay during the additional hours of work may be either higher, lower, or the same as the established rate of pay.

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**Source of Funds** Usually the source of funds for payment for such additional employment shall be the funds provided for a vacant position. Such a position shall be planned with specific work assignments and will have a proper classification and pay level. In other cases, there may be available budgeted special funds for additional hours of such service. In these cases, it may become necessary to determine specifically what the work assignments are to be and to arrive, through proper evaluation, at the correct rate of pay for those duties.

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**List of Approved Positions** A list of professional medically related classes eligible to receive straight-time for extended duty beyond forty hours per week shall be approved and maintained within the Office of State Personnel.

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