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# TUSCARAWAS COUNTY GENERAL HEALTH DISTRICT

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**Lack of Work Policy and Procedure**

**Purpose:** This policy/procedure was created as a guidance document for administration to ensure cost effectiveness within each division. In the event that there is a low client/patient load in clinic, WIC or alcohol and addiction program; or lack of work in the other divisions the division director may confer with the Health Commissioner to determine that a full staff is not necessary. The following procedure should be followed in such event.

**Procedure:**

1. When there is a lack of work the division director will notify the health commissioner and they will determine the number of staff that should be sent home.
2. Once that number is determined the department director will approach staff to identify any volunteers who would like to leave work for the designated period without pay or use of leave time. In certain cases there will be position specific requests to commence duties early for that day. Example: If a provider does not have any patients scheduled, he/she may leave early without taking any leave time, but this will be unpaid time. This may also result in a decreased need for full nursing, admissions or medical records staff if there are no other tasks to be complete, but not always.
3. If there are more volunteers than number of staff members identified then those with the most seniority, in terms of years of service, will have first right of refusal. A schedule will be kept to allow for rotational seniority; meaning that the most senior person who had first choice of refusal for time without pay would then move to the bottom of the list and the second most senior person would have first right of refusal the next time.
4. When there are lack of volunteers the seniority list will be utilized in reverse order to send an employee home. The second least senior person would be sent home first the next time and so forth.
5. Employees should be certain to adjust their time sheets accordingly.

**Revisions**

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| **Date** | **Revision** | **Responsible Party** |
| May 23, 2017 | Document Created | Health Commissioner |
| June 14, 2017 | Approved | Board of Health |
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