

## PARKPOINT HEALTH CLUBS SHIFT COVERAGE PROCEDURES

### SCHEDULED SHIFTS:

All employees are assigned one or more shifts as a regular schedule. This schedule is ongoing unless changes are approved by your supervisor. You are responsible for working your entire shift according to the hours assigned.

***Changes in start and end times of your shift may not be altered without approval of your supervisor.***

### TEMPORARY SHIFT COVERAGE:

If you are unable to cover a shift, it is your responsibility to find another employee trained in your department to cover your shift. This applies to the current month's schedule or an upcoming month.

**COVERAGE PROCEDURES:** Contact an existing employee who works in your same department to cover your shift(s). Confirm the shift coverage with your supervisor by Shift Coverage Change form, text or email.

1. **Shift Coverage Change Form:** Complete the form, with you and the employee covering your shift, printing and signing your names. Turn in the completed form to your supervisor as soon as possible and at least **48 hours in advance**. Once approved, your supervisor will place an initialed copy in your employee box.
  2. **Text/Email:** Once you have found coverage for your shift, text/email your supervisor and the employee(s) covering your shift(s) as soon as possible and at least **24 hours in advance**. The employee(s) covering your shift must then text/email a confirmation to everyone. Your supervisor will text/email their approval.
- *All shift coverage must be **completed and approved** as soon as possible and **at least 24 hours in advance**.*
  - *Do not consider your shift coverage approved **until you have received confirmation** from your supervisor.*
  - ***If you are having difficulty covering your shift**, call your supervisor for help.*
  - ***Do not relinquish responsibility** for covering your shift until your supervisor tells you to do so.*

### EMERGENCY SHIFT COVERAGE

In case of emergency, you are still responsible for arranging coverage by text or email (see above). If this isn't possible, you must contact your supervisor, the Club Manager, or the MOD at the Club or by their cell phone. Your supervisor or manager can then make arrangements to cover your shift.

- ***If you have an emergency, do NOT leave a message with the front desk staff – it is not their responsibility to cover your shift or inform your supervisor or manager, it is yours.***

### PAID SICK LEAVE COVERAGE PROCEDURES

Notify your supervisor as soon as is possible of your need to take Paid Sick Leave time - your supervisor will arrange for shift coverage. If you know in advance that you will need to miss multiple shifts, inform your supervisor accordingly. If this is unknown, per the Employee Handbook, contact your supervisor each day giving 4 – 6 hours advance notice whenever possible and practical. *Refer to the Employee Handbook to confirm that your situation is covered by this policy and check your pay stub to assure that you have Paid Sick time available.*

### PERMANENT SHIFT CHANGES

If you are no longer able to continue with your assigned regular schedule you must inform your supervisor with as much notice as possible. Inform your supervisor in a private conversation, not in a staff meeting. It is **NOT** your responsibility to find an employee to take over your shift. ***Employees should not discuss trading shifts or giving shifts away to other employees unless directed to do so by their supervisor.***

I have read, understand and agree to follow the above-mentioned procedures,

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date