

Work Schedule Policy

Purpose

The purpose of this policy is to outline the guidelines and expectations regarding employee work schedules at Northwest Texas OMS, PLLC (the "Practice"). This policy aims to promote efficiency, fairness, and clarity in scheduling practices.

Policy

I. Work Hours

- A. **Regular Work Hours:** The standard work week consists of 40+ hours, typically scheduled between 7:45am and 5:00pm on Mondays through Thursdays, and on Fridays between 7:45am and 12:30pm. Specific work hours may vary based on departmental needs and employee roles.
- B. **Breaks:** Our aim is that employees will get one unpaid lunch break each day ranging between 30 - 60 Minutes depending on patient workflow during their work shift.
- C. **Working Lunches:** At times employees will be asked to do working lunches in the case of morning procedures taking longer than planned and/or emergency cases being added on. When this happens lunch will be provided in one two ways, we will have sandwich supplies in the fridge or we will cater in lunch from local business.

II. Scheduling Practices

- A. **Advance Notice:** The Practice will strive to provide advance notice of work schedules.
- B. **Schedule Changes:** Employees may request schedule changes, which may be accommodated when possible based on operational needs. All schedule changes must be approved by management.
- C. **Overtime:** Overtime work may be required based on workload demands. Overtime pay will be provided for hourly employees in accordance with applicable federal, state, and local laws.

III. Nature of Work Schedule

- A. **Variability:** Due to the nature of our business, employee work schedules may vary depending on job position and operational needs.
- B. **Business Hours:** Our normal business hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m.; Friday, 8:00 a.m. to 12:30 p.m., and any other times and days as necessary for the success of the Practice.
- C. **Schedule Determination:** Management will determine and communicate your work schedule to you. Employees may be scheduled earlier or later than normal business hours to meet Practice needs.

D. **Schedule Changes:** Your schedule and/or number of hours may be changed at any time, with as much notice to you as possible. Employees are responsible for knowing their schedule, arranging transportation to and from work, and being available for work when required.

IV. Flexibility

A. **Flexibility:** The Practice values flexibility and may adjust work schedules as needed to accommodate operational requirements. Employees are expected to cooperate with reasonable requests for schedule adjustments.

V. Holidays

A. **Holiday Work:** Employees may be scheduled to work on holidays based on business needs. Holiday pay and scheduling will adhere to practice policies and applicable laws.

VI. Compliance

A. All employees are expected to comply with this Work Schedule Policy. Violations of scheduling guidelines or failure to adhere to scheduled work hours may result in disciplinary action, up to and including termination of employment.

Acknowledgment

By signing below, I acknowledge that I have received and read the Work Schedule Policy of Northwest Texas OMS, PLLC. I understand the expectations and guidelines regarding work schedules and agree to comply with them as a condition of my employment.

I have received and read the Work Schedule Policy. I understand the guidelines and expectations regarding work schedules at Northwest Texas OMS, PLLC.

Employee Name: _____

Employee Signature: _____

Date: _____