SUBJECT: Dressing Change Time  

PURPOSE: Employees who are required to change from street clothes in order to perform their regular work duties at MMSC will be compensated for a reasonable amount of time required to change from and back to street clothes at the beginning and end of their shift.

POLICY:

I. Employees will arrive at work in time to change from street clothes and begin work at the time determined by their department director.

II. Employees will record their time in at the hospital before changing from street clothes, and will record their time out after changing back to street clothes.

III. The department director of each department will determine the amount of time provided for dressing change, after consultation with staff.

IV. Department work will be scheduled so that dressing change time does not routinely result in overtime for staff.

Originated by: Human Resources  
Effective date: April 1, 2001  

Authorized by: [Signature]