1. SPECIAL HOURS OR SHIFTS:

A. Due to the nature of our operation, there are occasions when employees are needed to work special hours or shifts other than their regular shift schedules. When this occurs, supervisors will ask for volunteers for these assignments. Should volunteers not come forward; employees will be designated for special hours or shifts as needed. Working special shifts when needed may be required of any Engineering and Facilities employee and may be a condition of continued employment.

B. Supervisors will rotate selections through all qualified shop employees to meet MUSC needs. Employees will be notified in advance of any change in schedule, as the need is determined. This will allow employees to make necessary personal arrangements to comply with the special hours or shifts.

C. Employees notified of special hours or shifts are subject to the same reporting and clocking in procedures as with their regular shifts.

D. Individuals who have hardships or special circumstances making them unable to comply with the University's needs should make their situation known to their supervisor well in advance of any scheduled shift change. However, the needs of the University will take precedence over side jobs and personal interest and activities.