DukeShift User Agreement

All DUHS employees must complete Swank module and consent to the user agreement prior to the account creation.

To be eligible to use DukeShift I must:

- successfully completed departmental orientation
- be free of corrective action
- have the approval of my primary department manager
- ask my manager to submit an account form requesting my access

When accepting a shift in DukeShift I understand:

1. I will swipe in and out at the badge reader to record my time using the DukeShift special code (12). If I am working outside of my home department, I will also float my time at the badge reader. If I need to adjust my time card, the request will go to my primary manager and not the manager of the DukeShift department.
2. I will select a DukeShift that matches my primary job code RNs may pick up RN shifts and NCAs can pick up NCA shifts.
3. I will only select shifts in facilities where I have completed orientation and have computer access.
4. My rate of pay will be the same as my primary rate of pay, plus any overtime or shift differential that I qualify for.
5. My DukeShift is considered a regular work shift. If I am tardy or call out, the occurrences will be treated in accordance of the Availability for Work policy.
6. I will adhere to the Staffing policy. I will not schedule myself for:
    - more than 16 hours in a row
    - more than four, 12 hour shifts in a row
    - more than seven, 8 hour shifts in a row
    - at least 8 hours between shifts
    - no more than 60 hours in a 7 day period

My manager will remove my privilege to use DukeShift if I:

- fail to adhere to DukeShift policies and procedures
- allow DukeShifts to interfere with my primary staffing obligations
- receive a corrective action

This agreement is not the detailed policy. I can view a detailed policy related to DukeShift in the online Duke Policy and Procedure Manual