

## DukeShift User Agreement

All DUHS employees must have their primary manager's permission to use DukeShift and consent to the user agreement prior to the account creation.

University and PDC employees are not in the scope of DukeShift. Some exceptions have been made for COVID related shifts only. To be paid for the work in the health system, a university or PDC employee would have to have a secondary position in each department where they pick up shifts.

To be eligible to use DukeShift I must:

- have 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.
  - a. Covid Shifts such as Screener and PPE do not have to match
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.
  - a. Those in secondary positions will receive their secondary rate of pay.
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:
  - o more than 12 hours in a row
  - o more than four, 12 hour shifts in a row
  - o more than seven, 8 hour shifts in a row
  - o at least 8 hours between shifts
  - o no more than 60 hours in a 7 day period

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

- o fail to adhere to DukeShift policies and procedures
- o allow DukeShifts to interfere with my primary staffing obligations
- o 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