



# Mandatory Overtime Documentation Form

Rhode Island law prohibits hospitals from requiring a nurse or nurse's aide to work in excess of their scheduled shift, except in an "unforeseen emergent circumstance," which shall include "...a major power outage, a public health emergency, an *irregular* increase in patient census, or an *irregular* increase in the number of employees not reporting for work." Even in an unforeseen emergent circumstance, employees may not be required to work more than 12 consecutive hours.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Hospital \_\_\_\_\_ Unit/Dept. \_\_\_\_\_ Job title \_\_\_\_\_

Date mandated \_\_\_\_\_ Hours scheduled: \_\_\_\_\_ to \_\_\_\_\_ Hours mandated: \_\_\_\_\_ to \_\_\_\_\_

### Were you mandated to work overtime...

- Due to a declared national, state or municipal emergency, disaster, or other catastrophic event?  Yes  No  Don't Know
- Due to a major power outage?  Yes  No  Don't Know
- Due to a public health emergency?  Yes  No  Don't Know
- Due to an *irregular* increase in patient census?  Yes  No  Don't Know
- Due to an *irregular* increase in call-outs?  Yes  No  Don't Know
- Due to chronic short staffing?  Yes  No  Don't Know
- For more than 12 consecutive hours?  Yes  No

**Were you disciplined or threatened with discipline for refusing to work overtime?**  Yes  No

Please provide any additional information as to why you were mandated \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In most cases, mandatory overtime is illegal and punishable by a \$300 fine.

**If you believe your legal rights have been violated, complete this form and fax to the UNAP at 401-831-3677 or call the UNAP at 401-831-3647.**

*Note: You may have additional rights under your UNAP contract. Contact your Union representative for more information.*