


Name of Policy: <u>Time Schedules and Revision in Posted Schedules</u> Policy Number: 3364-110-11-08 Department: Nursing Service Approving Officer: Interim Chief Nursing Officer (CNO) Responsible Agent: Interim Chief Nursing Officer Scope: The University of Toledo Medical Center	 Effective Date: 7/1/2021 Initial Effective Date: 5/1981
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Work schedules will be posted in advance. Changes may be made by the Nursing Director or designee as operational needs dictate. Employees shall be notified of posted schedule changes with as much advance notice as possible. Employee requested changes are made by mutual agreement with the Nursing Director.

(B) Purpose of Policy

To provide guidelines for posting and changes of time schedules.

(C) Procedure

- Schedules indicating the employee’s first name, last name, job title, shift, work days and days off will be posted in api LaborWorkx ActiveStaffer and can be viewed via etime: <https://etime.utoledo.edu/LaborWorkx/Login.aspx> when on campus and via eschedule: <https://eschedule.utoledo.edu/LaborWorkx/Login.aspx> when off campus. A paper copy may be kept on the employees’ unit. Employees may print their own schedules by accessing the My Schedule Report in etime.
- Posted schedules will indicate the current week’s schedule plus two or more weeks.
- Employees should submit special time requests via etime at least two weeks in advance of the posting of the schedule, or as outlined in the “Requesting Time Away From Duty Policy.”
- Posted schedules may be changed at request of employee or Nursing Director or designee. Such changes will be based on operational needs of the unit.
- All time changes will be made in api LaborWorkx ActiveStaffer and on any paper copies. Daily Rosters for the next day starting at 3pm, and ending the following day at 3pm, are generated daily in the Nursing Office at approximately 3pm. Staffing Worksheets for these shifts are then created. Any time changes that impact these staffing worksheets must also be called to the Nursing Office.

Approved by: <u>/s/</u> Todd Stec, RN Interim Chief Nursing Officer <i>Review: Policy & Standard Committee, 7/11, 7/18, 7/21</i> <i>Review/Revision Completed By:</i> Nancy Gauger, MSN, RN	Review/Revision Date: 1982 2004 1983 2005 5/1984 7/8/2008 1985 4/5/2010 1986 7/22/2011 1987 6.26.15 1993 7/30/2018 1995 7/1/2021 Next Review Date: 7/1/2024
Policies Superseded by This Policy: 11-08	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.