(A) Policy Statement

Work schedules will be posted in advance and 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 and these schedule 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

1. Schedules indicating the employee’s first name, last name, job title, shift, scheduled working days and scheduled 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.

2. Posted schedules will reflect the current week’s schedule plus two or more weeks in advance.

3. 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.”

4. Posted schedules may be changed at the request of the employee or Nursing Director or designee. Such changes will be based on operational needs of the unit.

5. 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 and any time changes that impact these staffing worksheets must also be called to the Nursing Office.

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