


Name of Policy: <u>House Supervisor and Office Staff Work Schedules and Revisions</u> Policy Number: 3364-110-11-09 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: 10/2006
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Each House Supervisor (HS) will self-schedule in advance utilizing the API program. The self-schedule is posted monthly online and is accessible to all.

It is expected that all HS and office staff follow the posted schedule. The HSs shall be notified of posted schedule changes with as much advance notice as possible. Should the HS become sick on the job, they must verbally notify their immediate supervisor so that coverage can be arranged.

(B) Purpose of Policy

To provide guidelines for posting changes of time schedules and notification process should illness or emergency occur.

(C) Procedure

1. Work schedules showing the employees' shift, scheduled workdays, and scheduled days off, will be posted in the Nursing Service Office (NSO) section of the HS book. In addition, this information will be recorded in API.
2. The posted schedule will be for the current month.
3. The self-schedule for the following month will be pulled, printed, and posted in the NSO section of the HS book on the 15th of every month.
4. An employee may request changes to the posted schedule to the Nursing Director or designee. Such changes will be based on the operational needs of the institution.
5. After a schedule has been posted, it is the employee's responsibility to find coverage for their requested time off, pending prior approval from the Nursing Director or designee. All time changes will be made by the Nursing Director or designee.

Approved by: /s/ _____ Todd Stec, RN Interim Chief Nursing Officer <i>Review: Policy & Standard Committee 6/15, 8/18, 7/21</i> <i>Revision Completed By:</i> Nancy Gauger, MSN, RN	Review/Revision Date: 9/30/2009 6/14/2012 6/26/15 8/1/2018 7/1/2021 Next Review Date: 7/1/2024
Policies Superseded by This Policy: 11-09	

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