Name of Policy: House Supervisor and Office Staff Work Schedules and Revisions
Policy Number: 3364-110-11-09
Department: Nursing Service
Approving Officer: Director of Nursing/Chief Nursing Officer (CNO)
Responsible Agent: Director of Nursing/CNO
Scope: The University of Toledo Medical Center (UTMC)

Effective Date: 6.26.15
Initial Effective Date: 10/2006

(A) Policy Statement

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

It is expected that all HSSs 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 an emergency occur.

(C) Procedure

1. Work schedules showing the employees’ shift, scheduled work days and scheduled days off, will be posted in the Nursing Service Office (NSO) section of the HS hand-book. In addition, this information will also 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 hand-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: Monecca Smith, MSN, RN
Date: 6/14/2012
Review/Revision Date: 9/30/2009
Next Review Date: 6/2018

Policies Superseded by This Policy: 11-09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.