

## NURSING SERVICE GUIDELINES GENERAL

**Guideline:** Time schedules and revision  
in posted schedules



**Policy Number Superseded:** 3364-110-11-08

**Responsibility:** Nursing Services  
Administration

**Effective Date:**  
November 25, 2025

**Purpose of Guidelines:** To provide guidelines  
for posting and changes of time schedules.

**Initial Effective Date:**  
November 25, 2025

### **Procedure:**

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.

- (A) Schedules indicating the employee's first name, last name, job title, shift, work days and days off will be posted in Symplr and can be viewed via: <https://tuoh405.workforce.symplr.com/tm/live/portal/Default.aspx> when on or off campus. A paper copy may be kept on the employees' unit. Employees may print their own schedules by accessing the My Schedule in Symplr.
- (B) Posted schedules will indicate the current week's schedule plus two or more weeks.
- (C) Employees should submit special time requests via Symplr at least two weeks in advance of the posting of the schedule, or as outlined in the "Requesting Time Away From Duty Policy."
- (D) 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.
- (E) All time changes will be made in Symplr 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.

Guideline:

Time schedules and revision in posted schedules

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*Chief Nursing Officer*

Initial effective date:

November 25, 2025

Review/Revision Completed by:

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Review/Revision Date:

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Next review date:

November 25, 2028