



Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 256

VERSION: 1

SUBJECT: SELF-SCHEDULING GUIDELINES FOR LICENSED NURSING STAFF

PURPOSE: To provide guidelines by which the licensed staff may determine their own monthly work schedule.

POLICY: All schedules must receive final approval by the Nurse Manager or Nursing Supervisor before posting.

Overtime will not be used as a substitute for inadequate scheduling of staff.

POLICY GUIDELINES:

1. The Nurse Manager/Supervisor will determine the number of Clinic Nurses and Clinic LVNs needed per clinic per shift per day.
2. Four weeks before schedule posting due date the Nurse Manager/Supervisor will distribute a blank schedule worksheet containing the names of licensed staff assigned to the area and the staffing requirements as stated above. The worksheet will have the weekends filled in as well as any prior approved vacation time.
3. Management will make every reasonable effort to schedule every other weekend off for Clinic Nurses. This provision may be waived by a staff member with management approval. Any staff person requesting to be off on their regularly scheduled weekend will be required to trade with a staff person of the same classification, and submit the change in writing to the Nurse Manager/Supervisor, or designee. Both staff members who have agreed to trade weekends must sign the lettergram.
4. Staff will complete the blank schedule worksheet in pencil. Staff must place an "R" for any day that is a request to be off for personal reasons, an appointment, school, etc. Every effort will be made to fulfill the request. Any requests for additional time off, e.g. F time, P/L, will be placed on the schedule as well. Request for time off is not considered approved until final confirmation by the Nurse Manager/Supervisor.
5. Schedules must be returned to the Nurse Manager/Supervisor ten (10) days before the posting due date. Every reasonable effort must be made by the licensed staff to complete and return the schedule worksheet by the due date.

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6. The Nurse Manager/Supervisor will review the schedule to ensure that adequate coverage is provided for each day and each shift. If problems arise with the schedule, e.g. too many or too few staff on a particular day, it will be returned to the staff for resolution. **Failure on the part of the staff to resolve the issue will require the Nurse Manager/Supervisor to make adjustments to the schedule.**
7. In the event that a licensed staff member is off on leave, the supervisor or manager will complete that employee's work schedule.
8. The Nurse Manager/Supervisor will retain a copy of schedules completed by the staff for a period of six months.
9. The Nurse Manager/Supervisor will maintain responsibility for developing the schedule for the major holidays: Thanksgiving, Christmas, and New Years.
10. Self-scheduling is a privilege afforded to the employee by management, and can be revoked at any time.

REFERENCES:

California Code of Regulations, Title 22, Section 70213, Nursing Service Staff.

Approved By: Susan Knapp (CHIEF NURSING OFFICER I)	
Date: 10/15/2013	Original Date: 12/01/2005
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Supersedes:	