The Medical Center will make every effort to honor schedule stability (e.g., pattern or skeleton schedules). However, at times short term schedule changes may be necessary to staff nursing units to the desired staffing level and/or to fill a skill need for a shift. See, ONA / St. Vincent Contract Article V.G1-6. Each Manager (or designee) is accountable for staffing their unit(s) to the set staffing number and to even out the schedules to support this endeavor. This does not preclude a unit from using self scheduling per contract requirements or creating a process using schedule liaisons or staff nurses to facilitate schedule changes. All schedule changes will be done prior to the schedule posting except in emergency situations responsive to patient care needs. Caregivers are responsible to verify their schedule in Kronos once the schedule posts.

The department manager (or designee), scheduler, and/or unit scheduling liaisons will solicit voluntary changes from caregivers to move from shifts that are overstaffed to shifts that are understaffed. These efforts will include staff trades and the offering of additional or extra shifts to encourage and incentivize voluntary moves. Depending on the needs of the unit, some moves might be off a day that still has needs; this would only be done to cover a skill or to even out the week (i.e. so all days are down one). If there are not enough voluntary moves on the unit to balance the schedule, the manager (or designee) will facilitate required moves. Below is an outline of how required moves will be made.

All moves, both voluntary and required, are tracked. Managers, schedulers, and charge nurses can access this report. Caregivers (including resource) may choose to voluntarily move every schedule or multiple times per schedule, subject to manager or manager designee’s approval.

The following items will be considered before a required schedule move is made:

- Consideration will be given to those who have recently moved (either voluntary or required).
- Consideration will be given to skill mix.

The following protocol will be followed by the manager (or designee), and executed by the scheduler when a required schedule move is necessary:

- Dates that are over staffed/short staffed each week will be identified for potential moves.
- Caregivers who are scheduled on the dates that are overstaffed and could move to the dates that are understaffed (and still have a reasonable schedule) are identified.
- If moving a caregiver onto a weekend shift is the only option and the caregiver has worked the prior weekend, the caregiver will be eligible for consecutive weekend pay (regardless whether the weekend shift worked consecutively is a single shift the shift(s) will be eligible for consecutive weekend pay). Example: Nurse works Saturday and Sunday in Weekend 1, and Saturday in Weekend 2, Weekend 2 shift is a consecutive weekend shift.
- We will endeavor to keep a reasonable schedule for each caregiver. However, the priority is to provide enough staff with proper skill mix that provides the best care for our patients.
- An auto-generated email from Kronos is sent to all nursing unit caregivers once the schedule has been posted. It is the responsibility of the caregiver to verify his/her schedule in Kronos as their pattern may have changed to meet the needs of our patients.

Printed copies are for reference only. Please refer to the electronic copy on your unit SharePoint for the most up-to-date version.