

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CENTER FOR SLEEP RELATED DISORDERS
POLICY AND PROCEDURES
STAFFING SCHEDULING**

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Origin: Cardio Pulmonary

Authority: Cardio/Pulmonary Manager

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PURPOSE: To ensure adequate staffing and to provide the staff with advance notice of their schedule.

POLICY: All employees of the Sleep Center will follow a predetermined schedule which shall be posted 4 weeks in advance of said schedule taking effect.

PROCEDURE:

1. Requests for vacation PTO may be submitted in writing to the Manager of Cardio Pulmonary Services.
2. A permanent schedule will be posted at least 4 weeks in advance of the effective schedule.
3. Schedules are the result of hour and patterns agreed upon at the time of hire.
4. Once a schedule is posted, no changes will be made unless the staff member finds his/her own coverage. Changes in a posted schedule are made by the Manager of Cardio Pulmonary Services
5. Scheduled overtime may, at times, be necessary to provide adequate coverage.
6. Staff may be flexed off if work units indicate too many staff members are scheduled for a given day.
7. Staff wishing to exchange shifts with a co-worker must do it within the same pay period so that overtime is not generated in writing.