

Workload Staffing Adjustments

This Policy

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Replaces Policy

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Effective Date: 10/28/90

Policy:

It is the policy of Wesley Woods Senior Living, Inc., to staff in accordance with patient and resident needs. Daily adjustments to maintain staffing levels are done in a manner as fair and equitable as possible.

Procedure:

1. When there is overstaffing in a unit the Department Manager will consult with the Administrator of the Facility to determine what actions to take.
 - A) If there is another department that needs the excess staff, staff will be transferred for the length of time of the need.
 - B) If there is no such need, the following procedures will be implemented:
 - The Department Manager with the Administrator of the Facility will determine which job classifications of employees are in excess.
 - Agency staff in those classifications, in that unit, will be sent home.
 - Float pool staff in those classifications, in that unit, will be sent home.
 - Unit employees assigned to that shift will be given the opportunity to volunteer to be sent home.
 - Remaining staff will be sent home based on seniority until there is appropriate staffing.
2. When the work load staffing language has been invoked, there will be a review of work load or census each shift.
3. The regular employees who are asked not to report to work will be rotated in such a manner that no one person will have taken a second shift off until all others assigned to that shift have taken at least one shift off.

4. Employees to be sent home voluntarily or at the request of the facility, may elect to be reassigned to another position or shift, or may be paid from their comprehensive leave bank, instead of taking the day without pay.
5. If an employee reports to work and is sent home because of work load staffing adjustments that employee will be paid for all time worked that day, or two hours, whichever is greater.

*Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.
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Last Date Reviewed: 9/01/07 Revised: 1/01/06 Adair Maller, Director Human Resources*