

Provincial Nursing Self-Scheduling Guiding Principles

The Employer and unit/facility staff may enter into a self-scheduling arrangement. The following guiding principles apply:

1. Fifty (50) per cent plus one of permanent and temporary staff must agree to a self-scheduling model.
2. Self-schedules must comply with relevant collective agreements, however, exceptions may be established in unit specific guidelines acknowledging that overtime premiums are not applicable (e.g. employees may self-schedule greater than seven consecutive eight hours shifts or greater than three consecutive 12 hour shifts).
3. Existing employee accommodations will be honoured; new requests for accommodations will be assessed on an individual basis.
4. Unit-specific self-scheduling committees will be established, comprised of frontline staff members. The unit manager (or designate) will provide oversight to the committee and engage with staff, as indicated, to resolve issues that may arise, and approve the final work schedule.
5. The duration of work schedules will be determined by staff majority and operational requirements (i.e. six, eight, or 12 week work schedules).
6. Staff members may choose to work outside of a regular rotation and not always follow a master rotation A or B team; however, all staff must work an equal amount of weekend shifts per work schedule, as per unit specific guidelines. Staff may choose to work additional weekend shifts per work schedule.
*Part-time employee weekend shifts are pro-rated as per letter of employment unless otherwise agreed.
7. Staffing levels per shift are based on patient/resident/client acuity, applicable standards of nursing care, and skill mix. Units will develop a process to ensure the rotation of shifts (i.e. day/nights) is equitable.
8. Staff may develop unit specific guidelines to allocate shifts on statutory holidays, including Christmas and New Years period, and a method for selecting annual vacation dates. Otherwise, relevant Collective Agreement provisions will apply.
9. Units will determine the number of special scheduling requests per employee, per work schedule, and implement a process to equitably allocate priority for special scheduling requests among the staff. Staff submitting more than one request per work schedule will indicate the priority of requests. Unit staff will develop guidelines for special scheduling request approvals when multiple requests for the same shift are submitted.
*Note: Special scheduling request examples include preference for day of rest and preference for shift rotation.
10. The “blank” work schedule will be available in the format utilized by the clinical area (hard copy, electronic) for a minimum of two weeks to allow everyone to fill in requests. Unit staff are to determine timelines and rotation for staff to complete self-schedule per each timesheet.

11. The final approved work schedule will be posted two weeks prior to start of the work schedule term.
12. Any unfilled shifts thereafter will be filled as per the applicable collective agreement language.
13. Prior to approval and posting of the work schedule, staff may be requested to make changes to self-scheduled shifts to ensure the unit's operational staffing requirements are met.

Responsibilities of Self-Scheduling Committee:

- Develop and periodically review fair and equitable self-scheduling guidelines and processes with staff; provide orientation to new staff.
- Ensure staffing numbers meet core-staffing requirements; identify shifts where core staff numbers are not met and develop a process to ensure staffing needs are met in a fair and equitable manner.
- Act as a resource to staff and assist with interpretation of the guidelines.
- Ensure adherence to timelines for submission of requests and posting the approved work schedule.
- Listen to concerns/problems as identified by peers and problem solve to resolve issues.
- Keep manager or designate informed of any issues that arise during the self-scheduling process.
- Ensure the work schedule is posted within two weeks in advance of start date.

*All staff members will have an opportunity to serve on the self-scheduling committee on a rotational basis.

Responsibilities of Staff Member:

- Submit schedule according to the posted deadline.
- Schedule shifts according to the guidelines, i.e. indicate specific scheduling preferences, special requests.
- Follow unit-specific scheduling guidelines when indicating shifts where you prefer not to be changed.
- Ensure the number of scheduled hours per work schedule are correct as per letter of employment.
- Assist the scheduling committee in problem solving if required.

Responsibilities of Unit Manager:

- Assist in scheduling problem solving as required.
- Approve leave requests.
- Review and approve the completed schedule prior to posting.