

## Weekend Staffing Process

- SNF Supervisor determines on average the # of staff needed for each weekend day and opens those available slots for staff to sign up for on the weekend calendar
- All FTE and PTE staff, sign up for their 2 available weekend days 1 month in advance.
- Staff should place a letter next to their name if they want to work (W) or if they do not want to work (D)
- SNF Supervisor contacts PRN to fill remaining open weekend needs
- SNF Supervisor can also attempt to fill PRNs for those FTE/PTE staff that do not want to work
- SNF Supervisor then confirms prn and adds them to the Weekend Calendar and Celayix
- Any remaining needs are to be placed on Celayix by Wed of that current work week.
- If PRNs were not found to take the shift of the FTE / PTE staff that do not want to work, then the FTE/PTE staff are required to work
- Any further needs will be filled by the staffing coordinator. Calls are to be made in the following order: Any prns that were not assigned by supervisors; floats; contract staff
- All Supervisors will be notified of any staffing changes, updates, etc. by 2pm on Friday to allow for them to prioritize the weekend schedule as needed.
- If a facility has no one scheduled at the site, and all efforts to staff have been exhausted, the coordinator may pull someone from another facility. The following conditions must also occur:
  - The therapist being pulled must agree to the rearrangement
  - Only pull someone from a facility that has more than 1 staff member scheduled
  - Every effort will be made to re-staff the site that the therapist was pulled from including calling **all FT/PT staff and all PRN staff**. No assumptions will be made regarding availability of staff.
  - Both supervisors will be notified of the rearrangement no later than 2pm on Friday
  - If a change occurs over the weekend due to an unanticipated event, the supervisor will be notified via voicemail
  - Again all efforts will be made to re-staff the site, including calling all FT, PT and PRN staff.
    - Contract approval must be given by the SNF Director