

Departments Affected: All Departments

Personnel: All Staff

Name of Policy: Voluntary Overtime/Short Notice Call for CRONA Nurses

I. POLICY STATEMENT

To clarify the CRONA contract as to how to call in nursing staff for Overtime/Double Time/Short Notice Call (OT/DT/SNC).

II. PROCESS

- A. A Staff Nurse will request voluntary OT/SNC by two methods:
 1. During schedule build, requests may be entered via code to indicate availability.
 2. Notifying the staffing office via an Outlook message to SNC@stanfordchildrens.org at least 8 hours prior to the scheduled start of the requested OT/SNC shift.
After an attempt to offer the shift to each Staff Nurse on the list, a staff nurse who volunteers after the 8-hour deadline will be considered.
- B. After the unit's skill mix needs are met, the staff nurse with the least number or OT/DT/SNC hours at the time will be called for OT/DT/SNC first. Cumulative fractional hours of less than or equal to three (3) hours will not count towards the calculation of OT hours. If hours are equal, the most senior staff nurse on the list will be granted the OT/DT/SNC shift first.
- C. Staff nurses who will earn OT for the shift worked will be given priority over a staff nurse who will earn DOUBLE TIME for the shift worked.
- D. If the staff member does not answer the call or the staff member has not communicated with the Staffing Office during the previous 2 hours, the Staffing Office Coordinator will move on to the next person eligible.
- E. If staff are still required after those on the list have been called, the Staffing Office Coordinator will send out an SMS Text message via Kronos to staff who are qualified to work the Open Shift. The staff interested in picking up the Open Shift MUST call the Staffing Office to confirm.
- F. Staff Nurses are responsible for keeping track of their hours to ensure that their hours are accurate. Hours may be confirmed by calling the Staffing Office. If discrepancies cannot be reconciled, contact the Staffing Office Manager.
- G. Staff are requested to take themselves off the OT/DT/SNC list when they are no longer available to work overtime.
- H. Errors in distributing the OT/SNC (i.e., a less senior staff nurse if given the OT/SNC over a more senior nurse with less hours), will be handled in the following manner: The affected staff will be offered the next available OT/SNC opportunity on the shift of his/her choice within the same pay period.
- I. If the employee is cancelled 1 hour or less from the start of the OT/SNC/DT shift, they are entitled to 4 hours of pay at the rate they were confirmed. If the employee volunteers to go home, they will not be paid for this 4-hour block.

III. DOCUMENT INFORMATION
A. References

Reference	Level of Evidence	Review Date
CRONA Collective Bargaining Agreement		

B. Author/Original Date

NICU and Staffing Office Implementation Team, 4/94

- C. Distribution and Training Requirements
This policy resides in the Patient Care Manual of Stanford Medicine Children's Health.
- D. Review and Renewal Requirements
This policy will be reviewed and/or revised every three years or as required by change of law or practice.
- E. Review and Revision History
1/96, 10/98, 11/00, 12/03, 5/04, 7/08 I.C.
Nurse Practice Committee, 7/08, 4/10
AM. Oakeson, 2/10
T. Bates & V. Batis, 1/13
V. Batis, 3/17
M. Ybarra, 7/20
- F. Approvals
Policy Program Review Committee: 5/10, 3/13, 3/17, 8/20
Employee Labor Relations: 10/20
Operations Leadership Council: 10/20

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