



Guidelines for Changing FTE

Effective January 1, 2021

Applies to UH/Ross/BSH/Harding/Dodd

- FTE changes must not exceed the budgeted FTE for the department without the approval of Nursing Administration.

- FTE changes will be offered quarterly:

Requests to change FTE will be submitted to the Nursing Manager on January 1, April 1, July 1, and October 1.

Submission requests will be approved and initiated on the next schedule that is in alignment with the above timeframes.

Managers will track all changes to ensure accuracy of submissions.

- Staff members must be working in their position at least one (1) year before requesting an FTE change during the offered times. This includes internal transfers.

- FTE changes will be granted by seniority.

- Exceptions:

Employee/Family Emergencies. Death in family; Employee/Family member with terminal illness or serious health condition. Family member identification in conjunction with Medical Center Attendance Policy.

Major Life Event. Divorce/legal separation; terminated same sex domestic partner relationship.

School schedules and child obligations will not be routine exceptions. School semester planning will be required of all staff and should follow the twice a year planning schedule. Child obligations will be considered with any emergent situation on a case by case basis.

Departmental need. Increased or decreased FTE based on associated department need or new position availability. These changes will first be offered to existing employees and granted by either seniority (ONA) or hire date (non ONA).

It is not the intent or practice of the Medical Center to change an employee's FTE without their consent.