



THE OHIO STATE UNIVERSITY
WEXNER MEDICAL CENTER

OSUNO/OSUWMC Joint Scheduling Task Force: Guidance on the use of the terms “x request off” and “x school” during the scheduling process.

This statement is intended to provide clarity and certainty for scheduling representatives, nurses, and managers in how the terms “x request off” and “x school request” should be used as part of the schedule request process.

Current Contract Language:

The current collective bargaining agreement Article 14, Section 2 contains the following language:

Schedule build:

Patient care needs are the primary driver of scheduling and assignment of hours. After considering skill mix, clinical competencies, benefit and off-unit time, patient activity and type, and legally required job modifications and accommodations, in the event that more than one nurse (including IRP) requests the same scheduled hours, the hours will be assigned to the most senior nurse. It is not the intent to schedule an IRP nurse or traveler/agency nurse to displace a regular staff nurse’s schedule request.

The terms “x request off” and “x school” are not part of the contract. Nonetheless, the additional information provided to scheduling representatives and managers when nurses are able to use the “x request off” or “x school” function is valuable.

The Scheduling Task Force recommends that all units adopt the use of the terms “x request off” and “x school” in the following way:

The “x request off” and “x school” functions should be used as communication tools to help guide the scheduling representative and manager in balancing the schedule for operational needs while promoting work life balance. Nurses are encouraged to provide as much detail as necessary to communicate their needs. Please understand that the “x request off” or “x school” function cannot be used to override a nurse’s request to work a shift.

Nurses, Scheduling Representatives, or Managers with questions about the use of the term “x request off” or “x school” can contact Scheduling Task Force Co-Chairs Amy Pompeii, Cindy Mack, or Tova Myers.