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| Mandatory Stay Over | | | | NO. 183a | |
| **MSO Policy**  It is the policy of Winning Wheels to provide adequate staffing levels twenty-four hours a day, seven days a week in order to maintain a high level of quality in the care that we provide our residents as well as to remain compliant with State and Federal staffing regulations. The Mandatory Stay Over Policy (MSO), ensures the adequate staffing needed. The MSO procedure is a way to schedule staff to stay over in the event we have staffing shortages (i.e. call offs, etc.).  The following are guidelines to this policy:  1. The MSO policy does not go into effect until we drop below facility minimum staffing requirements: For 88 residents 7 C.N.A.s for 1st and 2nd shift and 4 C.N.A.s for 3rd shift. Minimum staffing levels can change based on facility census and the acuity of the residents.  2. All staff will have shifts throughout the month that are starred. When a shift is starred the employee must stay to cover a call off or an open shift.  **3. *If the employee does not stay on his or her Star day, it is considered job abandonment and will result in immediate termination.***  4. Employees are allowed to request days not to be starred. They are also allowed to trade Star days.  5. It is the staff member’s responsibility to know when there is a star by his or her name and to make arrangements to be able to stay over to cover an open shift (i.e. child care arrangements, rides, etc.).  6. C.N.A. staff are not to leave the facility until the staffing issue has been resolved.  7. Staff members are allowed to volunteer to stay over regardless of a star by their name.  Print Sign Date | | | | | |
| Approved: | Effective Date: | Revision Date:  4/07; 6/09; 10/12;  1/14; 6/16 | Change No.: | | Page:  1 of 1 |