Staff Scheduling

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The manager does the staff schedule. We talked about the stuff scheduling that works 8 hours, 7 days a week. They schedule employees by units, so there are different schedules for the cook that the catering service. There are four employees works eight hours a morning, four employees work eight hours at night, and one employee works for three hours part-time. There are some employee works the only weekend. The eight hours shift can work three days in a row; then, they will take one or two days off. The other schedule if for the Catering associates who work 12-hour shifts with FTE of 2.1.

They have a different schedule because they are a different group of employees on separate stations. The reason there are different schedules for eight hours and twelve hours shift it is easier to change it between an employee who performs the same tasks and has the same number of working hours. They are grouped as expo1 works 8 hours, expo 2 for 8 hours, expo 3 for 8 hours, expo 4 for 4.5 hours as part-time. The other group is Ut 1,2,3, and they are all working 8 hours. The third group that on the same schedule is pot 1and pot two they are both scheduled for 8 hours too.

FTE for one employee who works 8 hours for 7 days a week is 1.4 (8x7=56/40=1.4)

Expo 1 -8 hours

Expo 2 – 8 hours

Expo 3 -8 hours

Expo 4 – 4.5 hours

8 x3 x7=168/40 =4.2

4.5x7=31.5/40=.78

4.2+.78= 4.99 ~5

The FTE of the expo station group is 5

Ut 1-8

Ut 2-8

Ut 3 -8

8 x3 x7=168/40 =4.2

The FTE of the Ut group is 4.5

Pot 1 -8

Pot 2 – 8

8x2= 16x7=112/40=2.8

The FTE of the Pot group is 2.8

After Comparing the FTEs to this calculation, it was the same for this week, but it can be different for a different week. The FTEs changed according to the need to staff, especially with the COVID-19 situation. There was a fluctuation in the number of patients in the hospital. The number of patients and staff working in the hospital affects the number of employees’ need to be working in the kitchen. Due to the procedure back to normal, the needs for employees in the kitchen were increasing too. The challenge was that the kitchen employees were not allowed to go back to work as full staff yet.

I learned how they schedule staff, and it can be different each week because the employees take off days from work or call sick that day. I also learned how all that needs to be taken into consideration when planning a schedule. It is a very challenging time because many employees were on Farlow. There are days where an employee called sick in the morning; in this situation, the manager needs to find someone to cover for that employee in case of not finding anyone agrees to come to the kitchen manager need to cover for that employee. Due to the sort of full staff, most employees are working more, so they tend to take more days off. These situations affect scheduling because an employee covers for another worker; they need to take a different day off than they are scheduled. Adjusting schedule is also so done all the time, during, and after it is done. That also affects FTEs weekly.