



JNESO - District Council 1, IUOE-AFL-CIO

SHORT STAFFING/ COMPLAINT FORM PLEASE PRINT

ACUTE CARE/LONG TERM CARE FACILITY

I/WE _____ (s)
INDICATE JOB TITLE: i.e., RN, LPN, Respiratory Tech, Radiology Tech

employed at _____ on _____ and _____
Facility UNIT/DEPARTMENT SHIFT STATUS

hereby protest my assignment _____ despite my objection.
Date and Time

Supervisor You Reported To: _____ Supervisor Response: _____
(if any)

Section II Please check all appropriate statements:

- Unable to delegate due to staff not trained for area
- Inadequate staff for acuity of patients, including support staff.
- The assignment poses a serious threat To the health and safety of staff and patients
- Staff involuntarily forced to work beyond scheduled hours*
- Other (please explain) _____

Section III Census and Acuity

PATIENT CENSUS: Start _____ End _____ Unit capacity _____ Admissions _____ Discharges _____

ACUITY LEVELS: High _____ Average _____ Low _____ If there are special factors increasing acuity i.e. code(s) list here: _____

Section IV

	RN	LPN	AIDE	CLERK/SECRETARY	OTHER PROFESSIONAL/TECHNICAL
Start of Shift					
End of Shift					

Section V

Complete this section if you think the situation cannot be explained adequately above, or if you think additional information is relevant.

Brief statement of problem: _____

Section VI

Did you call the appropriate authority? **STATE OF NEW JERSEY DEPARTMENT OF HEALTH** or **PENNSYLVANIA DEPARTMENT OF HEALTH**
SHORT STAFFING COMPLAINT HOTLINE (800) 792-9770 (800) 254-5164
(Does not Accept Anonymous Calls)

Yes No When: _____
Date and Time

Who did you speak to at the agency? _____ What was their response? _____

***If this was a case of mandatory overtime please see your Steward for a N.J. Department of Labor Mandatory Overtime Complaint Form And/or Grievance filing**

- Mandatory Overtime Complaint Form filed Yes No Copy attached
- Grievance Filed (where applicable) Yes No Copy attached

JNESO MEMBERS PRINT NAME NAME NAME

EMAIL & CELL NAME NAME
WHITE: UNION/Steward YELLOW: MEMBER PINK: MANAGEMENT