How to complete the short staffing form

Short Staffing / Assignment Despite Objection
JNESO, District Council 1, IUOE-AFL-CIO

BEFORE YOU START

1. **Protest your assignment to your supervisor at the time you determine it is unsafe, usually the start of the shift, but it may occur at any time.**
2. **Have your PERSONAL email and cell ready, not your work contacts, so JNESO can follow up.**

ON THE FORM

3. Select your **Facility**, then enter **Unit & Shift** and the **Date / Time of Occurrence**.
4. Under **I / We**, give first and last names, separate additional names by comma.
5. Enter your personal email and cell phone, then choose your job title under **Protest My/Our Assignment as**.
6. Record the **supervisor's name(s)** you reported to, their **response**, and their **work email**.
7. Check every **ground** you are objecting on, and every **Acuity Issue** involved.
8. Write a brief statement describing the problem and its impact on patient care and workplace safety.
9. Answer **DOH Contacted?**, complete the reCAPTCHA, and click **Submit**.

IMPORTANT: ALL FIELDS ARE REQUIRED

Scan the QR code to submit a staffing concern.

Every form you file creates a record of unsafe staffing that helps protect you, your patients and your license.

NJ Department of Health
Short Staffing Complaint Hotline
(800) 792-9770

For mandatory overtime issues, see your steward or check the JNESO website.