

Debbie Silva
Oregon Federation of Nurses and Health Professionals
P.O. Box 1566
Clackamas, OR 97015

SUBJECT: AIRPORT WAY REGIONAL LAB MICROBIOLOGY EVENING SHIFT COVERAGE
AND MEDICAL LABORATORY TECHNICIAN (MLT) VARIABLE SHIFT LETTER OF
UNDERSTANDING


Ms. Silva,

This letter is to codify our agreement to eliminate Variable shift coding of MLT's in the Airport Way Regional Lab Microbiology department with the understanding that the evening shift must be covered by day shift staff.


In the event it is necessary to cover the evening shift for vacation replacement or other pre-scheduled time off:

- 1.) The Scheduling Coordinator or Microbiology Supervisor will first seek volunteers for the needed shifts among all department employees.
- 2.) When there are no volunteers, the Microbiology Evening Coverage Pool will be used and will consist of the six least senior day shift Microbiology MLT's and MT's in combined seniority order.
- 3.) The employees in this pool will be required to cover the pre-scheduled evening shift time off.
- 4.) Every effort will be made to share the evening shift burden or opportunity equitably.
- 5.) Hours worked by the employees in the Microbiology Evening Coverage Pool will be tracked by the the Scheduling Coordinator or Microbiology Supervisor and if warranted, adjustments in frequency of coverage may occur in order to distribute the burden or opportunity equitably.
- 6.) In the event that the pool falls below five employees, the next least senior MT(s) or MLT(s) will be added to the pool. (Example: Three employees transfer/resign from AWL Microbiology and are part of the pool. Three very senior employees then transfer to the department. It will be necessary to pull three of the least senior employees back into the pool to maintain adequate and equitable coverage. There may be occasions when staff on the "borderline" seniority list float in and out of the pool depending on department resignations and/or transfers.
- 7.) At no time will the Microbiology Evening Coverage Pool remain below five employees.

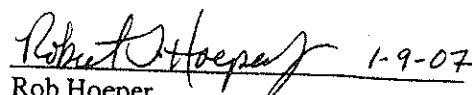
Debbie Silva
OFNHP Internal Organizer



Kari Stevens
OFNHP Steward



Debra Othman
Kaiser HR Consultant



Rob Hoepfer
Kaiser AWL Operations Mgr

Airport Way Regional Lab
13705 N.E. Airport Way, Suite C
Portland, Oregon 97230

FILE COPY