



Oregon Federation of Nurses and Health Professionals, Local 5017, AFT/AFL-CIO  
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 (OFN)

## OFNHP RN Letter of Understanding for Urgent Care and Extended Hours Changes

**Process for Position Creation and Selection:** See the attached "OFNHP RN Process Agreements" document.

### Timeline for Posting Schedules

After reviewing the timeline for posting positions and completing the RIF process, it was agreed that all outpatient RN schedules will be held for one week. The new date for posting outpatient RN schedules for the week of 03/01/2009 is 02/13/2009.

### Training

1. Once the positions have been selected, the manager and designated preceptor from the appropriate clinics are to meet with the employee to identify skills and knowledge gaps, using orientation checklists and other relevant material. Consideration of skill-sets, knowledge base and experience should be taken into account when selecting preceptors.
2. An individualized training plan will be created to meet the identified gaps, which will include an orientation to the facility, the work area, and the clinical workflow. If the orienting employee's schedule permits, training may begin as soon as the plan has been created. Prior to completion of orientation, the orienting employee will not be considered part of the normal staffing complement of that patient care area or department.
3. Management will make every effort to backfill the preceptor on orientation days, whether at straight time or at qualifying time-and-a-half or double-time as defined by the contract.
4. Whenever possible, offer group in-services at the service area or regional level. To facilitate training, consider additional resources from external classes for skill gaps and internal resources such as ACU and RAN for internal processes.

### Shift Differential

Affected RN's who lose any shift differential will receive a one-time lump sum payment equal to the loss of shift differential for the five month period starting on 03/02/2009. For all affected RN's, the employer will calculate the amount of shift differential paid for the time period of 09/01/2008 to 02/01/2009. Using the affected RN's new work schedule, the employer will calculate the anticipated shift differential pay for the time period of 03/02/2009 to 08/02/2009. The lump sum payment calculation is based on the difference between the two audit periods. The lump sum payment will be paid no later than 03/31/2009.

### Dual Licensure

For affected RN's who have bid into positions that require both Oregon and Washington nursing licenses and who currently only have one of those licenses, the employer agrees to reimburse them for the costs associated with obtaining the initial secondary license. The employee is responsible for providing evidence of these costs, such as receipts for licensing and for required classes. The secondary license must be obtained by 09/02/2009. If the individual employees fail to obtain their secondary license by 09/02/2009, the HR policy titled "License/Certificate Verification" will be applied.

### Security Presence

Starting 03/02/2009, a security officer will be present in the medical office buildings that currently have an UCC, from 4:00pm until all patients and patient care employees have vacated the building. The initial timeframe will be for two weeks, with ongoing evaluation to determine the continued need for this presence.

### Post-Implementation Evaluation

OFNHP employees for the Professional and RN groups will be included in the post-implementation evaluation of the change in hours of operation. Part of the evaluation will deal specifically with RN's working beyond their scheduled shift to complete patient care.

### Team Leaders



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1. **Team Leader Selection for UCC Weekend Shifts:** The Team Leader hours for the UCC weekend shifts will be made available to all the RIF'd RN's. All applicants are interviewed by the steward and manager for that workgroup. The steward and manager will reach consensus regarding the TL selection. The contract language contained in Article 12(C) will be followed as closely as possible. Once the TL has been selected, the remainder of hours needed to make that RN's coding whole will be derived from Primary Care.
2. **Team Leader Differential**
  - a. RN's who work at least 50% of their coded hours in a Team Leader capacity will be paid at the TL rate for all hours worked. RN's who work in a TL capacity for less than 50% of their coded hours will receive TL differential only for the hours worked as a TL.
  - b. Affected RN's who lose any Team Leader differential will receive a one-time lump sum payment equal to the loss of TL differential for the five month period starting on 03/02/2009. For all affected RN's, the employer will calculate the amount of TL differential paid for the time period of 09/01/2008 to 02/01/2009. Using the affected RN's new work schedule, the employer will calculate the anticipated TL differential pay for the time period of 03/02/2009 to 08/02/2009. The lump sum payment calculation is based on the difference between the two audit periods. The lump sum payment will be paid no later than 03/31/2009.
3. **Team Leader Bumping:** In situations where the bumping language is applied and the list of the 15 least senior comparable positions includes a TL, if one of the RIF'd RN's chooses to bump into a position currently occupied by a TL, that RN will bump into that position's coded hours and work schedule but not the TL role or designation.

The signatures below indicate that the parties are in agreement with this letter of understanding.

For the Employer

*Creighton Young*  
 Creighton Young  
 Lead Labor Relations Consultant

2/26/09  
 Date

For the Union

*Wendy Kraemer*  
 Wendy Kraemer  
 Internal Organizer, OFNHP

2/24/09  
 Date