

September 28, 2010

Linda Rohman,  
President  
OFNHP Local 5017  
2045 SE Ankeny Street  
Portland, OR 97214

OFNHP 5017  
Received  
OCT -1 2010

RE: CVICU Self-Scheduling Process

Dear Ms. Rohman:

I previously sent you a draft letter of understanding outlining the CVICU Self-Scheduling process. This tentative agreement was dated August 16, 2010. The proposed Letter of Understanding was developed in partnership at the suggestion of OFNHP representatives. I have been informed that OFNHP believes the process outlined complies with existing contractual language and does not require a formal agreement. Therefore, I formally rescind the request to enter into a Letter of Understanding with OFNHP Local 5017. Please destroy or return to me, copies of the draft Letter of Understanding.

Alternatively, I am writing to inform you that the CVICU department will continue to utilize the Self-Scheduling process previously brought to your attention. I have provided the content of that process in an attachment for your reference. Please let me know if you have any questions or concerns.

Best regards,



Andrew W. Loomis, SPHR  
Lead, Sr. HR & LR Consultant

CC: CVICU UBT  
Manager  
HR

OFNHP 5017  
Received  
OCT -1 2010

## **CVICU Self Scheduling Process**

### **August 16, 2010**

All master schedules will be posted in compliance with the current OFNHP-RN contract. This self scheduling process is specific only to the needs of the CVICU. This process may be revisited and revised, in partnership, when necessary.

#### **Employee Orientation**

All staff will be oriented to this process by CVICU Joint Staffing Committee members through the unit orientation. New employees hired after the implementation of this process will be oriented to it by a preceptor, a staff scheduler, or the manager.

#### **Schedule Changes and Maintenance**

Schedules will be kept in a designated location on the unit, available to staff. Master schedules will be kept by the Nurse Manager. This process does not mandate set schedules. Changes to the master schedule that require manager approval will follow current contract. These changes will be recorded on the master schedule by the manager.

The scheduler (designee) and manager may change requested schedules to ensure core staffing and skill needs of the unit are met. Changes will be coordinated with the affected staff as much as possible. If staff is unable or unwilling to accept a schedule change, all staff will comply with a rotational reassignment. Reverse seniority will be used to initiate this rotation. The seniority list will be maintained by the schedulers. No single staff member will be subjected to more than one rotational reassignment per posted schedule.

#### **Availability**

Availability sheets will be posted in the same location as the schedules. Staff will be able to sign up for availability once the master schedule is posted.

#### **Sick-Calls and Late Calls**

For sick and late calls, staff is required to report to the charge nurse directly.

#### **Stand-by**

Stand-by will be on a volunteer basis only for the full length of the shift and will be compensated in accordance with the contract. Stand-by nurses may be called in for any CVICU admissions. Stand-by staff are required to report to the unit within one (1) hour upon notification. A stand-by sign up list will be available with the master schedule and availability sheets.

#### **Holiday Scheduling**

The manager will provide the schedulers with the unit's goal core staff numbers for the holidays. A holiday request form will be posted for staff. Staff will provide the scheduler with their preferred holiday work days. The scheduler will assign holiday work days in

accordance with Article 17, sections A and C of the contract, using the following criteria, in the order outlined below:

- a. Goal core staff numbers provided by the nurse manager.
- b. Employee schedule preferences.
- c. What staff were present the prior year, and which holidays they worked.
- d. Seniority.

If necessary, gaps in the holiday schedule will be filled using the reverse seniority rotation.

All other contractual provisions will be followed. All proposed changes to this process may be considered through additional Joint Staffing Committee work in partnership. Management reserves the right to make final decisions about this process

August 16, 2010

Linda Rohman,  
President  
OFNHP Local 5017  
2045 SE Ankeny Street  
Portland, OR 97214

OFNHP 5017  
Received  
AUG 23 2010

RE: Letter of Understanding, CVICU Self-Scheduling Process

Dear Ms. Rohman:

The following Self-Scheduling process was developed in partnership by the CVICU Joint Staffing Committee. All staff has agreed to be flexible to ensure its continued success. All master schedules will be posted in compliance with the current OFNHP-RN contract. This self scheduling process is specific only to the needs of the CVICU. This is a non-precedent setting agreement.

#### **Employee Orientation**

All staff will be oriented to this process by CVICU Joint Staffing Committee members through the unit orientation. New employees hired after the implementation of this process will be oriented to it by a preceptor, a staff scheduler, or the manager.

#### **Schedule Changes and Maintenance**

Schedules will be kept in a designated location on the unit, available to staff. Master schedules will be kept by the Nurse Manager. This process does not mandate set schedules. Changes to the master schedule that require manager approval will follow current contract. These changes will be recorded on the master schedule by the manager.

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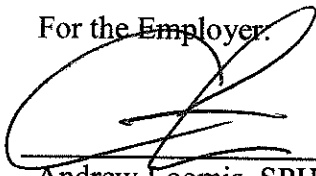
- a. Goal core staff numbers provided by the nurse manager.
- b. Employee schedule preferences.
- c. What staff were present the prior year, and which holidays they worked.
- d. Seniority.

If necessary, gaps in the holiday schedule will be filled using the reverse seniority rotation.

All other contractual provisions will be followed. All proposed changes to this process may be considered through additional Joint Staffing Committee work in partnership. Agreement to this process is indicated by the signatures below.

Agreed

For the Employer:



Andrew Loomis, SPHR  
Lead Senior HR & LR  
Consultant

8/16/2010  
Date

For the Union:

Linda Rohman  
President  
OFNHP Local 5017

Date