

LETTER OF AGREEMENT between Kaiser Foundation Health Plan of the Northwest and Oregon Federation of Nurses and Health Professionals, AFT Local 5117, ACL-CIO

Regarding: SNF Care Coordinator Time Off

Background

Kaiser Foundation of the Northwest (“employer” or “KPNW”) is a party to a collective bargaining agreement with Oregon Federation of Nurses and Health Professionals (‘OFNHP’ or ‘Union’) covering employees performing work for the Employer.

In 2023 the employer and union met to negotiate terms of a new SNF Care Coordinator time off agreement. The goal was to come to an agreement on the number of SNF Care Coordinators that could be off at a time.

Agreement

PTO Requests: PTO requests, approvals, and denials, will follow OFNHP PRO contract Article 20, as well as the guidelines outlined below.

- PTO request can be submitted at any time.
- No more than 50% in 1 service area (North, South, East, and MV) can be off at a time.
- Case by case, after discussion with team leads and management, up to 45% of staff can be on PTO and/or ED days at a time for 1-2 days, excluding days before and after holidays. Each service area will be covered by at least one Care Coordinator. This additional approval is at management’s sole discretion.
- SNF CC and management will ensure that coverage will be arranged based on the following tiered approach:
 - Tier 1- Find coverage within the employee’s service area
 - Tier 2 – Find coverage in the employee’s partnering service area (N and E and W & MV)
 - Tier 3 – Find coverage in any service area.
 - Tier 4 - Team leads and management will partner together to find additional coverage if possible.
- The above only applies when staff have available PTO or ED days. Unpaid days off will be considered on a case-by-case basis.

Summer/Holiday PTO Requests: Service areas will meet to discuss summer vacation and holiday coverage. If an agreement cannot be settled with summer and vacation rotation within their service areas, union seniority within each service area (North,

