

### Kaiser Operations Package Proposal to LabPro

Article	Proposal Date
Article 5.E-F - Shift Trades	Operations Proposal 4/28/2025
Article 7.H - EWOP	Operations Proposal 9/11/2025
Molecular II Career Pathway LOA	Union Proposal 9/11/2025

- All items are part of a package and no one part can be accepted or rejected on its own.  
Management reserves the right to modify this package.

PA 9/12/2025  
OS 21 am  
Signed by Manager  
Date 09/12/25 @ OSPI

## ARTICLE 5 - STAFFING

### E. STAFFING AND SCHEDULING

Work groups will be responsible for business planning and resource allocation decisions that will ultimately shape a staffing plan. This will include but is not limited to scheduling and replacement to meet operational needs according to the National Agreement (Section 1.F.1)

Work schedules at all facilities shall be posted a minimum of two (2) weeks in advance for a four (4) week posting period ~~on a rolling basis~~. After posting, there will be no change in the schedule for regularly scheduled employees without mutual agreement.

~~Employees may arrange trades among themselves and submit changes to their supervisor for approval. Such trades will not result in overtime.~~

Fixed scheduled days on/off and start/stop times will be developed between the work group and their supervisor to the extent possible to achieve stability among the affected employees.

Requests for time off, other than preplanned annual vacation signups, will be submitted two weeks in advance of the posting date. Requests for time off made after this date may be granted if staffing needs are met.

It is the intent of the Employer to provide employees working the night shift with two consecutive days off.

### F. SHIFT TRADES

~~Employees may arrange trades among themselves of no longer than seven (7) calendar days and submit changes to their supervisor for approval. Such trades will not result in overtime. Employee requests for trades will be approved or disapproved in a timely fashion and approval will not be unreasonably denied.~~

~~For purposes of flexibility, decisions regarding shift trades may be made within a work group. These changes must be cost neutral with respect to Full Time Equivalents (FTEs), not result in overtime, meet business needs, and be jointly agreed upon by the work group, and the supervisor.~~

*Proposal to expand the Article 7.H to include Emergency Days to allow employees flexibility in how they are compensated for last-minute call outs.*

## **ARTICLE 7 - BENEFITS**

### **H. Time Off Without Pay**

Bargaining Unit members who are coded twenty (20) or more hours per week shall have the right to use time off without pay (WOP) when meeting the following conditions:

1. PTO use will be given priority over prescheduled WOP time prior to schedule posting.
2. Approval of prescheduled WOP time takes place after approval of all other prescheduled time off.
3. WOP time cannot substitute for prescheduled PTO.
4. WOP time is allowed for partial shifts.
5. WOP time will not be approved if staffing would drop below operational needs.
6. WOP time use that drives overtime for replacement will only be granted with management approval.
7. WOP time use that drives overtime for replacement will only be granted with management approval.
8. Management is responsible for review and approval of schedule per relevant guidelines. Time Off Without Pay
9. **Emergency Time Off Without Pay:** Employees shall be entitled to three (3) emergency days off as unpaid time. These instances will be counted as full shifts and are deemed as excused occurrences for attendance purposes.

LETTER OF AGREEMENT  
between  
KAISER FOUNDATION HEALTH PLAN OF THE NORTHWEST  
and  
OREGON FEDERATION OF NURSES AND HEALTH PROFESSIONALS  
– LABORATORY PROFESSIONALS, LOCAL 5017

**RE: Molecular II Career Pathway**

**BACKGROUND**

Kaiser Foundation Health Plan of the Northwest (“Employer” or “KPNW”) and Oregon Federation of Nurses and Health Professionals – Laboratory Professionals, Local 5017 (“Union” or “OFNHP LabPro”) (collectively, “the parties”) are parties to a collective bargaining agreement (“CBA”), which covers certain Laboratory employees.

The parties have agreed to enter into this Letter of Agreement (“LOA”), to allow current employees an opportunity for career growth into a higher specialty area of the laboratory while addressing the changes to the depth of the workflow in the Molecular Department.

**AGREEMENT**

The parties agree to the following:

1. The Union agrees to sunset the Molecular II LOA and place the Molecular II Grievance #KPLP0092 in abeyance pending Contract Ratification.
2. Upon execution of this LOA, the Union and KPNW will jointly engage with Workforce Planning and Development (WFPD) to create a pathway for bargaining unit employees to meet the minimum eligibility requirements for the Molecular II job description. The creation of this pathway will be completed by September 30, 2026.
3. Upon execution of this LOA, KPNW will post one new Molecular II position. KPNW and the Union will inform all candidates from the May 2025 posting bid list of the new Molecular II posting. KPNW and the Union will jointly review the list of candidates for the newly posted Molecular II position and determine the order in which the position will be offered based on seniority and the current Molecular II position requirements.

KP Package Proposal to OFNHP LabPro  
9/11/2025 Molecular II Career Pathway LOA

**AGREED:**

For the Union:

Gina R. Mann 09/12/25  
Gina Mann  
LabPro BU Chair  
OFNHP – Local 5017

Date

For the Employer:

Judith Hanley 9.12.25  
Judith Hanley,  
Laboratory Operations  
Director  
Kaiser Permanente

Date

Emily Gaffney 9/12/2025  
Emily Gaffney  
Sr. Labor Relations Consultant  
Kaiser Permanente

Date