

Hello All,

Our Schedule Work Group met for the first time on Friday the 18th. This included Department and hospital leadership, ONA Reps and ONA stewards, and ED RNs that you voted on to the committee to represent various shifts and groups. We made good progress and shared many issues of importance to each of you.

Who met?

Nurse reps: Kay Madeira, Heather Orefice, Ewa Drapala, Marian Martin, Eileen Wheaton, Kaylee Alberts, Gina Ottinger, Sarah Taylor. Leadership: Kristine Larison (Interim CNO), Joe Dafoe, Laura Lightner, Lara Busch, Grace Johnson (HR). Shop Stewards: Sonda Martin, Tom Graham, Anna Vernon. ONA reps: Sally LaJoie, Pat Sheridan-Walker. Clare Sutter. Meeting minutes by Debbi Palmer. Absent: Lauren Carpenter.

What was discussed?

- Pay for committee members – Staff RN and ED Shop Steward reps will be paid up to 15 hours each for their work on this group. This will be paid out when the committee work is completed.
- Priority issues for committee to work on were established as follows:
 - How will the department level the evening shifts (Shifts starting between 9am and 16:00)
 - Current Seniority Request Period for PTO (April 1-31)
 - Creating Skeleton schedules:
 - Weekend rotation
 - holidays
 - How many days in a row?
 - core staffing to be determined by staffing committee
 - How/when will we reevaluate skeleton schedules to account for changes?
 - Process for changing your skeleton schedule?
 - Summer vacations issues including currently approved summer vacations and also not yet requested time off plans that were made based on current skeleton schedules.
 - PTO/vacation/conference time allocation changes – who will reassess this and how will it be done?
 - Low census process
 - Resource shift length
 - ED Staffing Committee
 - Currently no day shift representation

Decisions:

- Seniority request period (Vacation/PTO from October 2014 thru March 2015) will be postponed this one time from April to **June 1-June 15** and responses to your requests will be completed by **July 1**. This will allow nurses to know their new skeleton schedules prior to making vacation requests.
- ED Staffing Committee work is a pivotal next step to creating skeleton schedules. As there are currently no Day Shift representatives on the ED Staffing Committee, Day reps

from the Schedule Work Group will participate in the ED Staffing Committee scheduled for Thursday the 24th.

- Voting members of the Schedule Work Group Committee will include all ED RN and ED Leaders represented on the committee and Roberts Rules will be utilized.
- Communications from the Workgroup will be reviewed and sent out to RNs under joint representation of PSV and ONA.
- Night shift will be represented on the Schedule Work group alternately by Dawn Gonzales and Gina Ottinger (both received equal numbers of votes).

Follow Ups:

- Laura will send workgroup members a copy of the Perinatal Skeleton Schedule Guidelines 2013 for reference.

Next Meeting:

Friday April 25th 1pm-3pm. Location TBD.

Questions? Feedback? Suggestions?

Please speak with one of your workgroup members listed above.

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