

Memorandum of Understanding

Job Transfer Process for the Float Pool

April 18, 2014

In order to adapt to an ever changing census and unit level staffing needs, a more robust Nursing Float Pool is necessary to fill gaps wherever and whenever they occur. The current Float Pool provides nursing coverage, for predominately sick calls, at the unit level. Due to the large variety of specialty skills and flexibility required in all of the acute care areas, the current Float Pool structure does not address all of the staffing gaps.

The Medical Center is therefore restructuring the current Float Pool into a Super Float Pool Unit with three sub-units: University District Super Pool; RiverBend Med/Surg Super Pool and a still to be finalized Critical Care Super Pool. The Critical Care Super Pool is not part of this reorganization process.

There will be a joint review of the Super Float Pool with the Association and the Medical Center six (6) months following the bidding process in October of 2014 to determine the effectiveness of the reorganization in meeting the unit staffing needs and to review whether it should remain one unit or be divided into three (3) units.

Pursuant to the provisions of Section 14.3, the Oregon Nurses Association ("Association") and Sacred Heart Medical Center ("Medical Center") hereby agree to the following process for the reorganization of the Float Pool into a Super Float Pool consisting of three complexes:

University District Super Pool

- BHS
- 3 Medical/ACE
- Rehab
- RIC

RiverBend Med/Surg Super Pool

- 8 N Medical
- 7 N Oncology
- 7 S Surgical
- 6 N Orthopedics
- 6 S Neurology
- OHVI 5
- SPA
- Mom Baby
- Pediatrics
- IV Therapy/PICC Team

Critical Care Super Float Pool (under construction – no further information available at this time)

- ICU (Medical and Surgical)
- Intermediate Care Unit
- Emergency Department – RB
- Emergency Department – UD
- OHVI 4
- PACU
- Cath Prep and Recovery
- Clinical Decision Unit

I - Job Transfer / Bid Principles

- (1) The intent of the job transfer process is to move nurses as intact as possible from their current position, as agreed to after the in-unit pre-reorganization bidding process, to their post reorganization position for which they are qualified under the terms of this agreement.
- (2) When a nurse has her/his opportunity to select, the nurse must take a position on the same shift with the same number of hours per week or, if such a position is not available on the nurse's unit of choice, they may choose a position with four (4) hours plus or minus per week, if such position is available. However, for the four new 1100-1930 positions, any nurse can choose one of these positions in seniority order regardless of current shift or FTE.
- (3) Nurses will bid on either the RiverBend Med/Surg or University District "Super Float Pool" and select the three or four units to support.

II – Seniority

- (1) Seniority for selection purposes is house-wide seniority, not unit seniority.
- (2) The December 2013 quarterly seniority list will be used for this selection process. This seniority list will be posted in the Float pool break room and remain available throughout the selection process.
- (3) Any seniority disputes will be resolved by agreement between SHMC and ONA.

III – Vacant Positions during the Selection Process and Before Reorganization Implementation

As agreed upon during the reorganization negotiations, 10 vacant positions were posted "in-unit" only for a period of seven days (March 11-19th) for current float pool nurses to select utilizing their seniority. Any nurse that was awarded a position in this process will select during the reorganization process based on the FTE and shift of the new position.

All vacant positions and future positions in the Float Pool will be available for the current Float Pool nurses during the reorganization selection process.

IV – Special Considerations

Nurses currently in the float pool (at the time of the reorganization bidding) will not be held to the 12 month bar on transferring to another unit (see contract language 13.10)

- The next time Critical Care Training positions (CCTP) are posted following the reorganization, the Medical Center will designate 1 of the CCTP positions to a nurse that is currently in the float pool. If there is more than one Float Pool applicant – the qualified senior nurse would be given the first opportunity to fill the vacancy as specified in Article 16.6.1. There may be more than one Float Pool nurse selected for the training program.

The Association and unit RNs will receive notice of the next training program dates and application timelines.

- After the reorganization is complete, and needs arise in units, those needs will be communicated to the current staff. The Unit Council, along with the Nurse Manager, will determine the appropriate process for allowing nurses the opportunity to orient to the new unit(s) of need. Nurses will drop one of their current units to pick up a new unit so that the number of units for Super Pool RNs remains at a maximum of four at RiverBend and three to four at University District.
- In the future following the reorganization, the parties agree that any new hires for the Super Float Pools will have a minimum of two year's nursing experience to qualify for the Super Float Pool. The parties, by mutual agreement, can waive this provision based on the skills and experience of the applicant.

V – Position Selection Process

The Medical Center and ONA have set Wednesday, May 14 as the date for the position selection process.

The position transfer process will be conducted in order of the nurse's house-wide seniority. This means the most senior nurse in the unit selects first, the second most senior next, and so on until all nurses have had an opportunity to select a position. Nurses will be scheduled for transfer appointments in this seniority order.

These notices and documents will be posted in the Float Pool break room by Wednesday, April 30 and remain posted until the selection process is completed.

- a. Unit seniority list with name and house seniority hours

- b. The selection appointment list/schedule which includes each nurse's current position, FTE(hours), and shift
- c. A list of the current positions, FTE, and shift for each nurse in the Float Pool.
- d. The position list in each complex with, shift, FTE, and hours that will be utilized for bidding.
- e. The reorganization Memorandum of Understanding (MOU).
- f. The current orientation plan as provided to the Association (Draft #5)

Nurses will be sent a letter by Wednesday, April 30 giving information about the selection process and the date and time for their individual selection appointment.

All nurses who participate in this position transfer process will be given written notice of their post-reorganization position at their selection appointment. The position transfer process shall occur in order of the following Steps:

Step One: Staff Nurse Positions

- a) A nurse must select a position that is on the same shift and the same hours as her/his current position's shift and hours, as designated in attached Appendix A or the nurse may select a position with the same shift that can be up to four (4) hours plus or minus a week than the nurse's current position, for the purpose of selecting a position in the RiverBend Med/Surg or University District pool to meet their preference. Per diem nurses will select a per diem position on their current shift.
- b) All nurses may select the 1100 to 1930 position based on Seniority, regardless of their current FTE or shift.
- c) Selection of a position with different hours at step one is a voluntary reduction of hours and isn't a displacement under the terms of this agreement.
- d) If no position is available under the terms of "a", then the nurse may select any available position on the same shift that is plus or minus four hours than the nurse's' current position.
- e) If no position is available under the terms of "a" and "b", then the nurse may select any available position, regardless of hours, shift or complex

VI - Remaining Vacancies

Filling Remaining Vacant Float Pool Positions

Once the transfer selection process is completed, all remaining vacant positions will be posted internally. Current Float pool nurses will have priority over other bargaining unit members in seniority order. If no Float pool nurse is interested in a remaining position, then the position will be offered in accordance to Article 13.

Any nurses that have displacement rights from other reorganizations will be able to utilize them during the internal bidding process. Specifically, the CCHF nurses that are

displaced, will be able to utilize those rights to select a Super Float Pool position after the unit nurses.

VII – Rights of Displaced Nurses

- (1) A nurse who is not able to select a position on her/his same shift and with the same hours she/he had, before the reorganization selection process, will be considered a displaced nurse with the displacement right to a Super Float pool position for the same shift and/or same hours
- (2) A nurse who is not able to select a position on her/his preferred complex (UD or RiverBend Med/Surg) will be considered a displaced nurse with the right to a Super Float Pool position in their preferred complex. This will be noted during the reorganization bidding process.
- (3) The nurses with displacement rights and their specific displacement right(s) will be listed in attached Appendix B following completion of the selection process.
- (4) The displaced nurse who applies for a posted position under the terms of Article 13 shall be given such position before all other nurses. If two or more displaced nurses apply for the same position, the displaced nurse with the greatest house-wide seniority shall be given the position.
- (5) Nurses who have displacement rights will have the opportunity to exercise their displacement rights until those expire on May 14, 2015.
- (6) If a nurse is displaced from her/his shift, preferred complex and hours, she/he may exercise the displacement right up to three times –a) to return to her/his shift; b) to return to her/his hours; and c) to move to a position in her/his preferred complex unless the nurse is able to return to two or more at the same time.

SACRED HEART MEDICAL CENTER

By: _____

Date: 5/1/14

OREGON NURSES ASSOCIATION

By: Maura Smith

Date: May 1, 2014