

Memorandum of Understanding

Job Transfer / Bid Process For the Labor & Delivery Reorganization Winter 2015

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 Labor & Delivery Department (L&D) reorganization. The purpose of this reorganization is to increase the number of 12 hour shift positions so that the unit has a mix of 8 hour and 12 hour shift lengths. This reorganization is not designed to be a transition to all 12 hour shifts.

I - Job Transfer / Bid Principles

- (1) The intent of the job transfer / bid process is to move nurses as intact as possible from their current L&D position to their post-reorganization position under the terms of this agreement.
- (2) Charge nurse positions will remain the same fte, shift length and start times and will therefore be exempt from the reorganization process.
- (3) Nurses in new graduate positions will not participate in the re-organization bidding process but will bid on positions as provided for in the contract. (Article 13.13.2)
- (4) Accordingly, when a nurse has her/his opportunity to transfer/bid, the nurse must take a position on his/her current shift that has the same number of hours per week within a range of plus or minus (+/-) four hours, if such position is available, unless the nurse is moving from an 8 hour shift to a 12 hour shift in which case they may choose a position within a range of plus or minus (+/-) six hours a week.
 - Day shift nurses must select a position with a 0300, 0500, 0600, or 0700 start time if available
 - Evening shift nurses must select a position with an 1100 or 1500 start time if available or may select any 12 hour shift position (within +/- 6 hours of their current fte).
 - Night shift nurses must select a position with a start time of 1900 or 2300 if available
- (5) If no positions are available within the range of plus or minus (+/-) four hours per week, a nurse must select any one of the available position(s) on their shift as defined above or, any position on another shift within the range of plus or minus (+/-) six hours per week or (+/-) eight hours if selecting a 12 hour shift.
- (6) If no positions are available within the criteria stated above, a nurse must select any one of the available Labor and Delivery positions.

- (7) Nurses currently in the 12 hour shift trial positions will participate in the bidding process based on their hired shift and FTE and not the trial FTE.
- (8) Training Program RNs will bid during Round One, following regular FTEed RNs in order of house seniority. These nurses must select a night shift position (start time either 1900 or 2300) during this round of the reorganization.
- (9) External hires, hired after the Reorganization announcement on August 12, will participate in Round One following the Training Program RNs. These nurses must select a night shift position (start time 1900 or 2300) during this round of the reorganization.
- (10) Per diem nurses will bid last during Round One and may choose any per diem position on any shift based on seniority. The current number of per diem positions will be maintained in this reorganization.

II – Seniority

- (1) Seniority for job transfer/bid purposes is house-wide seniority, not unit seniority in Round One. In Round Two, in-unit seniority shall be used as it is for all filling of vacancies in Article 13 of the Collective Bargaining Agreement.
- (2) The August 2015 quarterly seniority list for L&D nurses will be utilized for the reorganization. This seniority list will be posted on the bulletin board located in the report room and emailed to all nurses and will remain available throughout the job transfer / bid process.
- (3) Any external applicant nurses that accepted positions in L&D after the August 12th reorganization notification date will bid last. External hires shall bid in order of hire dates. All of this will occur in Round One.
- (4) Any seniority disputes will be resolved by agreement between SHMC and ONA. Nurses will be advised to review their seniority, FTE and other information for accuracy.

III – Vacant Positions

- (1) L&D Nurses can transfer / bid on any vacant positions, in Round Two of the transfer/bid process. In order to preserve an adequate skill mix on night shift, night shift nurses that select a position on another shift in Round Two may be held up to 2 cycles beyond the implementation date of December 27.
- (2) After the Round Two process is completed, remaining vacant positions on the position list will be posted for bidding / filling under the terms of Article 13 – Filling of Vacancies. These positions will be posted according to current process utilized by Sacred Heart and may not all be posted immediately following the reorganization process.

IV – Special Considerations

Following the reorganization, positions consisting of combinations of 8- and 12-hour shifts may occur with mutual agreement between the nurse, the Medical Center and the Association.

V – Job Transfer / Bid Process

- (1) SHMC and ONA have set Monday, November 2, 2015 as the date for Round One of the job transfer / bid process.
- (2) The job transfer / bid process will be conducted in order of the nurse's housewide seniority. This means the most senior nurse selects first, the second most senior next, and so on until all nurses have had an opportunity to transfer / bid. Nurses will be scheduled for transfer / bid appointments in this order.
- (3) Nurses who will participate in the job transfer / bid process will be given notice of the post-reorganization positions by hours and shift and the rank order of seniority of the nurses by no later than Monday, October 19. The appointment information will be posted in the unit, emailed to nurses and mailed to nurse's homes.
- (4) Nurses will indicate their pattern preference immediately after selecting their position during Round One, or after accepting a position in Round Two. Adjustments in patterns by management may be made after the reorganization in reverse seniority order. After the reorganization, management will retain the right to change patterns as necessary to meet the needs of the unit utilizing the provisions of Article 8.6.4 Deviation from Anticipated days off.

The job transfer / bid process shall occur in order of **the following Steps:**

Round One (November 2)

- A. Charge Nurses and nurses in Recent Graduate positions will not participate in the bidding process.
- B. When a nurse has her/his opportunity to transfer / bid, the nurse must take a position on their current shift that has the same number of hours per week within a range of plus or minus (+/-) four hours unless moving from an 8 hour to a 12 hour shift in which case a nurse may choose a position within a range of plus or minus (+/-) 6 hours, if such position is available.
 - Day shift nurses must select a position with a 0300, 0500, 0600 or 0700 start time if available
 - Evening shift nurses must select a position with an 1100 or 1500 start time if available or may select any 12 hour shift position (within +/- 6 hours of their current fte)
 - Night shift nurses must select a position with a start time of 1900 or 2300 if available
- C. If no positions are available within the range of plus or minus four hours per week, a nurse must select any one of the available position(s) on their shift as defined above or, any position on another shift within the range of plus or minus (+/-) six hours per week or (+/-) 8 hours if selecting a 12 hour shift.

D. If no positions are available within the criteria stated above, a nurse must select any one of the available Labor and Delivery positions.

E. Training Program RNs will bid during Round One, following regular FTEed RNs in order of house seniority. These nurses must select a night shift position (start time either 1900 or 2300) during this round of the reorganization.

F. External hires, hired after the Reorganization announcement on August 12, will participate in Round One following the Training Program RNs. These nurses must select a night shift position (start time 1900 or 2300) during this round of the reorganization.

G. Per diem nurses bid last (during Round One) and may choose any per diem position on any shift based on seniority.

H. During Round One of the bid/transfer process, all displacements of shift length, shift start time or FTE as defined in Section VII (below) will be recorded. Any nurse that is displaced will be informed of their rights.

VI - Round Two – Internal posting of remaining vacant positions

Once Round One of the bid/transfer process is completed, all remaining vacant positions will be made available to L&D nurses. The Nurse Manager will notify the staff by email when the remaining vacant positions are posted, and then the L&D nurses will be given 7 days to apply for these vacant position(s). Only L&D nurses who have participated in the bid/transfer process may apply for these vacant positions. The position(s) will be offered to the applicants in order of in-unit seniority beginning with the most senior with any displaced nurses able to utilize their displacement rights.

VII - Remaining Vacancies

After the Round Two process is completed, remaining vacant positions on the position list will be posted for bidding / filling under the terms of Article 13 – Filling of Vacancies. These positions will be posted according to current process utilized by Sacred Heart and may not all be posted immediately following the reorganization process.

VIII – Rights of Displaced Nurses

- (1) A nurse shall be considered displaced if, in Round One, she/he involuntarily selects a position with a different start time, shift, shift length or FTE than she/he held prior to the job transfer/bid process because a position with the same start time, shift length and FTE is not available.
- (2) A displaced nurse has the right to apply to any regular nurse posted position she/he is qualified for that returns her/him to the shift, start time, shift length or FTE from which she/he was displaced. The displaced nurse shall be given such position before all other nurses. If two or more displaced nurses give such notice for the same position, the displaced nurse with the greatest house-wide seniority shall be given the position.

- (3) If a nurse is displaced from her/his shift start time, shift length and/or hours, she/he may exercise this right up to four times – once to return to her/his shift, second to return to his/her start time, third to return to her/his FTE and a fourth time to shift length, unless the nurse is able to return to all four at the same time.
- (4) This displacement right shall begin at the conclusion of Round One of the job transfer/bid process and conclude on December 27, 2016.

SACRED HEART MEDICAL CENTER

OREGON NURSES ASSOCIATION

By: *Mare Steimur*

Date: *10-16-2015*

By: *Maurice Smith*

Date: October 15, 2015