Now that the contract is ratified, we are working on implementing the changes (hopefully you saw the newsletter from earlier this month). The increased night shift differential should have showed up in your most recent paycheck. Your 2.5 percent raise and the retroactive pay back to Dec. 24 of last year will show up in the June 1 paycheck.

There are two important changes to scheduling and time off request that your bargaining team wants to remind everyone about.

Paid time off (PTO) requests can be made up to 12 months in advance from when you would like to use PTO for time off/vacation. Those requests are to be approved, denied, or given a pending status within 31 days of receipt. Our schedules are also going to be for two months rather than the previous one-month scheduling process/posting. You can review the new contract language on page two of this newsletter.

In order to get this started, Providence Hood River Memorial Hospital asked the bargaining team and ONA staff for the ability to phase in the implementation of these provisions, and we have agreed to their request. The phase-in will start in June with the surgical department (Surgery, PACU, Same Day Surgery, Pre-Admit) and then starting in July will move to the rest of the units (Emergency Department, Acute Care Unit, Critical Care Unit, and Family Birth Center). The box below shows how the Hospital plans to implement and administer this change.

If there are concerns or issues that arise, please work with your manager and the members of the bargaining team so we can address them and iron out any kinks or unintended consequences.

**IMPLEMENTATION PLAN**

**Surgery, PACU, SDS, Pre-Admit**

- June 1—PTO requests due for July/August
- June 10—Schedule posted for July/August
- June 21—Monthly meeting (repeats every third Thursday) to review PTO requests up to 12 months out (approve, deny, or pend)

**ED, Acute Care, Critical Care, Family Birth Center**

- July 1—PTO requests due for August/September
- July 10—Schedule posted for August/September
- July 26—Monthly meeting (repeats every fourth Thursday) to review PTO requests up to 12 months out (approve, deny, or pend)

**ALL UNITS**

**Holidays:** Christmas, Christmas Eve, Thanksgiving, New Years are exempt, follow usual process for holiday requests (Post in September 1st, 2nd, 3rd choice).
Contract Language Regarding Schedule and Annual Leave

**Article Four, Work Schedule and Overtime**

4.06 The Hospital retains the right to adjust work schedules to maintain an efficient and orderly operation, consistent with the other provisions in this Agreement.

A. **Scheduling.** Work schedules will be prepared for two (2) month periods and will be posted by the 10th of the month preceding the scheduling period. Requests for days off are to be input into the electronic timekeeping system to the Unit Manager or designee by the first day of the month immediately preceding the month in which the schedule is effective. Annual leave requests will be responded to per Article 6. Once the schedule is posted, changes may be made only with mutual agreement of the affected nurse and the Hospital unless it is necessary for the Hospital to adjust the schedule to ensure efficient operations.

**Article Six, Annual Leave**

6.04 Annual leave requests may be submitted to the Unit Manager through the electronic timekeeping system. Requests may be submitted up to 365 days in advance of the requested annual leave dates. So long as a proper request in writing to the immediate supervisor is made for annual leave time, preference in scheduling will be granted as follows: first come, first served, followed by seniority. A prior request by any nurse, however, once confirmed in writing by the immediate supervisor, may not be bumped by any other nurse. Nothing in this paragraph diminishes a nurse’s obligation to work on holidays as assigned on a rotating basis under Article 5.02.

6.05 Each Unit Based Staffing Committee will define the minimum number of annual leave requests that will be approved per shift per day to ensure that minimum staffing requirements are met.

6.06 Annual leave requests will be responded to within 31 days of receipt. If the request maintains minimum staffing requirements, as defined by the Unit’s Unit Based Staffing Committee, it will be approved. If the scheduler is unable to maintain minimum staffing requirements, as defined by the Unit’s Unit Based Staffing Committee, the request will be pending or denied. The nurse may follow up with the scheduler regarding a pending request (i.e. dates may need to shift to ensure adequate staffing). Pending requests will be approved or denied when the schedule for the requested time period is posted.

Now that the tentative agreement has been ratified, we are working on getting the contract implemented.

You can review/use a draft “redline” contract at our bargaining unit webpage: http://www.OregonRN.org/78

Watch for a printed version of the contract to be available this summer, along with training on what has changed.

Be Part of the ONA Nurse Leadership Institute

ONA is now accepting applications for members interested in participating in the second annual Nurse Leadership Institute (NLI). The NLI is designed to create a cohesive and dynamic community of peers that is organized to affect change and respond to challenges in politics, practice, and labor.

An intensive, unique program, built on an evidence-based leadership model, the NLI will help you develop and strengthen vital skills needed to advance the nursing profession.

Applications are due by Aug. 3! www.OregonRN.org/NLI

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