

A Message from the AURN Executive Committee

Please accept this faux leather checkbook case as a Nurses Week gift from the Association of University Registered Nurses, your professional nursing association at OHSU. Inside, you will not find a set of blank checks. Sorry about that! Instead, we've provided a log for you to track your breaks and meal periods.

The purpose of the log is two-fold. First, we strongly believe that missed breaks and lunch periods are a symptom of inadequate staffing, and that an effort to document the breaks and meal periods required under your ONA contract will result in improved staffing - and patient care - on all units. Second, we want to assess the scope and causes of the problem at OHSU so that we can begin to address it with management.

Please begin filling out the log beginning Monday, May 14, 2012 and continue filling them out until all of the sheets are completed. Also, remember to clock all of your missed breaks and meal periods. When you are finished with the log, please return it to an AURN Unit Representative, Officer, or Labor Representative. You can also email, fax, or mail the log to Oregon Nurses Association, 18765 SW Boones Ferry Rd., Tualatin, OR 97062. Fax: 503-293-0013. Email: gieryn@oregonrn.org.

*Thanks for all you do,
The AURN Executive Committee*

Take a Break—It's the Law. It's Also Better for Our Patients.

An alarming number of nurses have told us that they are having trouble getting their meal periods and breaks. Let's face it, the main cause of this is **inadequate staffing that forces nurses to skip breaks and work continuously throughout their shift**. Some nurses also risk reprimand for the incremental overtime that occurs when we remain on the floor beyond our shift to meet our professional responsibilities.

This is unlawful. And for our patients, it is unacceptable. Missed breaks and interrupted meal periods severely diminish a nurse's ability to rest, recharge and provide quality patient care to our community. **Starting Monday, May 14, we are asking nurses to begin logging their breaks and meals.** Please use the break/meal tracking forms provided. We will collect all of the tracking forms and submit them to management as a group. The more nurses willing to participate, the stronger the message is that this is a serious problem that requires improved staffing.

You should also be sure to **clock any breaks or meal periods you miss** on the OHSU timekeeping system (Kronos or TTE). Instructions for the logs and clocking system are found on the following pages, along with a summary of the relevant provisions from your ONA contract.

Breaks and Meal Periods Required *

Length of work Period.	Number of rest breaks required.	Number of meal periods Required.
Less than 4 hrs	0	0
4 hrs 1 min - 7 hrs 59 min	1	1
8 hrs - 11 hrs 59 min	2	1
12 hrs - 13 hrs 59 min	3	1
14 hrs - 15 hrs 59 min	3	2
16 hrs - 19 hrs 59 min	4	2
20 hrs - 21 hrs 59 min	5	2
22 hrs - 23 hrs 59 min	5	3
More than 24 hrs	6	3

* Contract Section 7.4 and OAR 839-020-0050

Clock Your Missed Meal Periods

Section 7.4.1 of our ONA contract provides for a non-duty, unpaid meal period of 1/2 hour during each workday. (See chart on the previous page.) Employees required to be on-duty during a meal period will be compensated.

Ordinarily, ***nurses are required to be relieved of all duties during the meal period.*** Under exceptional circumstances, however, you may be required to perform duties during a meal period. ***When that happens, OHSU must pay the you for the whole meal period, usually at the overtime rate.*** You will find instructions for clocking missed breaks and meal periods on the following pages.

How to Clock Missed Meals at OHSU

How to clock a missed meal period. If you are clocking the missed meal prior to clocking out for the day, you can use the Telephone Time Entry (TTE) or the Kronos Timekeeping Module (KTM) Badge Scanner. On the TTE, after entering your employee ID number you will be prompted for a clock code. Hit "0" and then hang up. You are done. If you normally use the KTM, simply press the blue key for "Cancel Meal", scan your badge, and wait for the confirmation. Once you've clocked out, you can record your missed meals online by logging into the Nursing Portal and clicking the "**Time Correction**" icon on the far right under Jennifer Jacoby's picture. Fill out sections I-III, and IV if necessary. Under Section V., choose the missed meal option.

Clock Your Missed Breaks

Section 7.4.2 of our contract provides that nurses shall be provided a fifteen (15) minute rest period for each four (4) hours worked. If you are unable to leave the immediate work area you did not get a break. An interrupted break should also be treated as a missed break.









If breaks are missed due to operating requirements, arrangements must be made to provide them at alternative times, including, at the Employer's discretion, combining them with meal periods or leaving prior to the end of the shift.

You should always request a break from your charge nurse after two hours of work. If appropriate relief is not provided by the end of the fourth hour, the break is missed and the contract provides for compensation at the straight time rate of pay, unless the break is made up later in the shift.

How to Clock Missed Breaks at OHSU

How to record a missed break. You can record your missed breaks any time during the pay period using the **Time Correction** option discussed above, or by logging into your

Kronos record. If you use Kronos, you will need to add a row for the day in which the missed break(s) occur(s), by clicking the “+” symbol on the left hand side. Enter “MIS” in the “Pay Code” column. In the Amount”

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports						
	Date	Pay Code	Amount	In	Transfer	Out
	Sun 2/12					
	Mon 2/13					
	Tue 2/14			7:00AM		7:00PM
	Tue 2/14	MIS	0:15			
	Wed 2/15					
	Insert Row					
	Fri 2/17					
	Sat 2/18					

Clocking a missed break in Kronos

column enter "0:15" for one .

0:30 for two, or 0:45 for three missed breaks. Make sure to hit save and you are done!

Instructions for Filling Out the Breaks and Meal Periods Log

1. Enter your name on the log page.
2. Enter the length of shift in hours for the appropriate day.
3. Remember to make a request to the charge nurse to take each break or lunch period appropriate to that shift. See previous pages to ascertain the appropriate number of breaks and lunches for your shift length. Circle each break or lunch to indicate you requested it.
4. Check the "Yes" box if you received the full break or lunch, duty free and completely uninterrupted. Check the "No" box if you did not receive the break or lunch or if the break or lunch was ***in any way*** interrupted by duty-related concerns. Do not use your break to read work related emails, required study materials, or do anything you would normally do on the clock.
5. If you checked the "No" box, enter one of the following codes in the "Missed Code" section.

NR - No Relief Provided

IR - Inappropriate Relief Personnel

BI - Break Interrupt

WB - Working Break (Required to monitor calls, alarms, etc.)

WL - Workload Issues

6. Enter any explanatory comments on the reverse side of the weekly log.

Weekly Break and Meal Period Log

Week of May 14-20, 2012 Name: _____ Unit _____

[illegible]

Comments - Week of May 14 - 20, 2012

If you need to elaborate on the cause of a missed break or meal period, please note the date and break or lunch # for each comment.

Weekly Break and Meal Period Log

Week of May 21-27, 2012 Name: _____ Unit: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shift Length: _____ Y N	Shift Length: _____ Y N	Shift Length: _____ Y N	Shift Length: _____ Y N	Shift Length: _____ Y N	Shift Length: _____ Y N	Shift Length: _____ Y N
Break 1: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 1: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 1: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 1: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 1: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 1: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 1: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____
Break 2: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 2: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 2: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 2: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 2: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 2: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 2: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____
Break 3: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 3: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 3: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 3: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 3: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 3: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____	Break 3: <input type="checkbox"/> <input type="checkbox"/> Missed Code _____
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Comments - Week of May 21 - 27, 2012, 2012

If you need to elaborate on the cause of a missed break or meal period, please note the date and break or lunch # for each comment.

Weekly Break and Meal Period Log

Week of May 28-June 3, 2012 Name: _____ Unit _____

[illegible]

Comments - Week of May 28 - June 3, 2012

If you need to elaborate on the cause of a missed break or meal period, please note the date and break or lunch # for each comment.

[illegible]

Weekly Break and Meal Period Log

Week of June 4-10, 2012 Name: _____ Unit _____

[illegible]

Comments - Week of June 4 - June 10, 2012

If you need to elaborate on the cause of a missed break or meal period, please note the date and break or lunch # for each comment.

Return this log to an AURN Unit Representative, Officer, or Labor Representative. You can also mail the log to Oregon Nurses Association, 18765 SW Boones Ferry Rd., Tualatin, OR 97062, c/o AURN.

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Nurses
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