ONA Proposal - Floating 6.6.22

1. **Floating Definition**
   Floating is when an employee, who is not in a permanent float position, is temporarily **volunteers required** to work their assigned hours at an alternate work site other than their regular work site, but within the same program or division. **If there are no volunteers, no floating will occur. Floating will only occur to meet minimal operational requirements.**

2. **Floating Procedure**

   A. **Geographic Regions**
   The County will establish such regions in order to minimize the travel time between employees’ regular work locations and the locations to which they may **be required to** float. Employees will **voluntarily** be floated first within their geographic region. **unless If there are operational needs outside the geographic region, volunteers will be sought**, require employees to float outside of their geographic region. The County will keep the Nurse Employment Relations Committee (NERC) informed with regard to such regions as they exist and are changed and will take comments and suggestions from the NERC on any proposed changes.

   B. **Reporting Location, Time and Mileage Reimbursement**

   Generally, employees who float will first report to their regular work site then travel to the alternative work site and return to their regular work site when released from the alternative work site, and the time travelling to and from the alternative work site will be included in the employee’s regular work hours. However, if
the Employee volunteers within the same day can be notified in advance of the floating assignment and requests to report directly to the alternative work site, they will be paid for their full shift as long as their arrival time is no later than 30 minutes after the start time. If the employee requests to end the shift at the alternative work site, the time spent travelling to and from the alternative work site will not be included in the employee’s regular work hours unless the commute mileage is greater than the employee’s commute mileage to the regular work site. When required to float, Employees who float will be entitled to mileage reimbursement in an amount reflecting the distance between the employee’s regular work site and the work site to which they float, pursuant to Article 16, Section 7(A) of this Agreement.

C. Orientation

Employees will receive or have been previously given information needed to work at the location to which they are floated, including the layout of the location, codes and passwords necessary to do their work, and the location of supplies. Employees will receive orientation appropriate to the location and their assignment, taking into account the employee’s previous experience and familiarity with that location. If during the floating assignment the employee is asked to perform a task or procedure that the employee does not feel qualified or trained to perform, the employee should immediately ask a supervisor who will assign the employee a different task or procedure consistent with the employee’s skills and competencies.
D. **Volunteer List Rotation**

The County will maintain a volunteer list at each work location for nurses who are interested in floating. This list will include the location(s) the nurse is willing to float to. Nurses on the volunteer list will not be expected to accept a volunteer assignment.

When feasible, before requiring an employee to float, the County will seek volunteers to float; otherwise, employees will generally be floated out of their regular work location on a rotational basis, starting in reverse seniority order (least senior to most senior), unless the County determines that the skill mix of either work location or patient needs warrant an exception from the rotation. If an employee volunteers to float, that will count as that employee’s turn in the float rotation.