Memorandum of Understanding: Workforce Scheduling Committee

PHHH and the union acknowledge the unique and wide range of health care services that are provided in Home Health and Hospice. The acuity of the patient population can impact visit durations and daily schedules. The parties recognize both the importance of patients receiving individualized and compassionate care and the importance of visiting patients in a way that is personally and economically sustainable.

A. Committee Charge. A workforce scheduling committee will be established with the goal of identifying and sharing improved practices and operational recommendations for providing safe, high-quality, efficient patient care, including but not limited to scheduling process improvements, proactive admission capacity process, and case management skills training.

B. Committee Composition and Selection. The committee will be composed of the following representative groups:

1. PCC (2 members)
2. Clinical Ladder (2 members)
3. RCAP (2 members)
4. SWCAP (2 members) – until this is established, one (1) each from Home Health and Hospice.
5. PHHH (4 members)

Direct care clinicians on the committee shall be selected by the Association representative group (i.e., RCAP selects 2 of their members, etc.) The committee will have two co-chairs. One co-chair must be a member of PHHH management. The other co-chair must be a direct care clinician elected by the majority of the committee members who are direct care clinicians. There will be an equal number of direct care clinician voting members and PHHH voting members.

C. Committee Meetings. Federal mediator will attend the initial committee meeting to provide guidance on working collaboratively toward common goals and will be available for future meetings as necessary. The committee will meet at least once per month for the first six months of the agreement and at least once every two months
thereafter. Committee meetings will be conducted on paid time. Members of the Committee will receive up to one additional hour per Committee meeting to prepare for and follow up after Committee meetings.