LETTER OF UNDERSTANDING—MDO Bank

A. Nurses will be provided with the opportunity to earn hours to use in place of taking a low census.

Provided the Nurse has worked their full weekly FTE (including MDO hours but not to include LOA, paid time off or other non-worked hours), hours may be earned on the following basis:

- One (1) hour for every three (3) hours of the following, with manager pre-approval:
  - Committee Participation
  - Elective in-service education
  - Other opportunities as identified by the manager

- One (1) hour for every two (2) hours worked as:
  - Helping Hands
  - Hours worked on additional shifts
  - Constant observers

If the nurse has accrued these ‘banked’ hours and the rotation calls for the nurse to take a low census shift, she/he may choose to apply the banked hours to avoid taking the equivalent low census time, on an hour-for-hour basis. This is the only situation in which the banked hours can be accessed.

If using the banked hours to work during the low census time, the nurse will be assigned work such as performing chart audits, special projects, working in another department (for which she/he is qualified), cross-training to another nursing department, or other assigned duties within her/his scope of practice and abilities. The nurse will not displace another regularly scheduled nurse. Such work will not be eligible for incentive pay, since it will be part of the nurse’s normal work time.
If the nurse chooses not to use banked hours to work during the low census time, the banked hours will remain in the nurse’s bank for future use and the low census provisions will apply.

A maximum number of 200 hours may be accrued in a nurse’s ‘bank’ at any one time, and these hours may not be transferred to other individuals. The banked hours will not be paid out at the time of termination of employment. If a nurse has a bank of hours that exceeds the amounts listed in this paragraph on the respective date(s) for such caps, the nurse will retain the hours in the bank, but will accrue no further hours until the nurse’s bank has dropped below the maximum.