6/2 Retention Scheduling Program Letter of Agreement

Registered Nurses may work six (6) pay periods on their home unit and have two (2) consecutive pay periods off work that are paid. A pay period is a two-week period corresponding to the payroll pay periods of the Medical Center.

A. **Eligibility:** Only 0.9 and 1.0 FTE nurses are eligible for the 6/2 schedule program.

B. **Work Schedule:** The available 6/2 cycles will be established by the manager, depending on the number of allocated 6/2 cycle shifts available for each particular unit. There must be at least four (4) nurses for one 6/2 cycle, per group, per unit. When initiated, for each group of four, the nurses on this schedule will start one month at a time in a staggered formation, to prevent multiple nurses off the same month.

C. **PTO requests:** Nurses on this schedule may request an occasional PTO day off during the working period (for doctor appointments, child care, etc.) but are encouraged to reserve requests for long periods of time off for the time off period of this schedule.

D. **PTO Accrual:** Nurses who begin this schedule with a PTO balance will not be cashed out, and may continue to use PTO if subject to low census, for sick days, or for an approved PTO day off.

E. **Short Term Disability:** Nurses still qualify for Short Term Disability benefit as it applies.

F. **Benefits:** Benefits (medical/dental, retirement) continue during the time off period with applicable benefit dollars paid/deducted during the full 6/2 scheduling period. The 6/2 Adjustment pay will contribute towards retirement benefits.

G. **6/2 Adjustment Pay:** During the two pay periods that the nurse has off, the nurse will receive two 6/2 adjustment payments equal to the following formula, based on the pay period schedule of the Medical Center:

1. Regular productive hours (based on 0.9 FTE) during a 2-week pay period times the nurse’s regular pay rate (72 hours x rate of pay). Shift differentials and certification differential will apply. Holiday pay or weekend differential will not apply unless it is actually worked as an extra shift during the two (2) pay period portion off.

2. This calculated amount will be paid as a 6/2 adjustment check and is not considered productive hours worked.

H. **Extras shifts:** The nurse will be eligible to work extra shifts during all months of the
year, including the time off portion. During the two (2) pay period time off portions of the cycle, the nurse may pick up extra shifts when/where available, per extra work procedures.

I. Experience: Nurses must have at least twelve (12) full months experience as a nurse in acute care and/or in their specialty to be eligible for this program. For any nurse switching to a new role, or moving to a new unit where the nurse will require more than two (2) weeks of orientation or training, the nurse will be removed from the 6/2 schedule until the nurse has had twelve (12) months in their new role.

J. Participation: Participation in the 6/2 scheduling program is voluntary. Once a nurse agrees to this scheduling program, it is expected that the nurse will do at least three (3) 6/2 cycles as part of the agreement. Any nurse can decide to transfer out of this 6/2 schedule at the end of their annual commitment. When a vacant 6/2 schedule spot opens up to fulfill the four (4) nurses in one group cycle, it will be granted per the process for filling in-unit vacancies. If a nurse decides to transfer out of the 6/2 schedule, and no other nurses want to join at that time, the three (3) other nurses in this group will remain in the 6/2 schedule. The Medical Center retains the right to revert back to the schedule which was in effect immediately prior to the 6/2 schedule at the end of an eight (8) pay period cycle, with at least 30-days advance notice to the nurse; however, it cannot be because one or more nurses transferred out of the 6/2 schedule.