

Letter of Understanding

Restructure of Emergency Department (ED), Acute Care Unit (ACU), Intensive Care Unit (ICU), and Family Birth Center (FBC)

Jefferson Healthcare Center ("Employer") and United Food and Commercial Workers Local 21 ("Union") (collectively "parties") hereby enter into this Letter of Understanding to memorialize the parties' agreement regarding the restructure of emergency department, acute care unit, intensive care unit, and family birth center. This restructure shall apply to the professional/technical unit and the registered nursing unit with the above departments and shall be effective on August 1, 2021 with the following provisions:

Training.

All employees shall receive proper training for their job duties. Nurses shall be cross-trained in the following departments: ACU (to ICU), ICU (to ACU), ED (to FBC), FBC (to ED). The training period shall be at a minimum three (3) weeks, and is subject to adjustment depending on experience level. The direct manager shall confer with the employee to review the employee's training level before the end of the three week training period. After the three (3) week training period, the employee may receive an additional three (3) weeks of training upon request to their direct manager or at the request of the leader. An employee assigned to train another employees shall be paid preceptor premium as provided for in the CBA for all hours worked as a preceptor

Nurses shall receive cross-training as specified under the competency/skill checklist for the unit as appropriate. The competency/skill checklist shall be reviewed by the taskforce that has equal representation by staff and leadership prior to implementation.

Nurses will be expected to perform all nursing functions on their competency checklist. If during an assignment a nurse is asked to perform a task or procedure for which the nurse has not demonstrated competency, the nurse should immediately discuss the matter with the Charge RN and/or supervisor and will not be required to perform the task or procedure. Nurses will receive cross-training appropriate to their secondary unit.

Work Schedules. Applicable to Pro-Tech and RN unit: Employees will submit their preferred shift patterns to the scheduler before the schedule is drafted. The Employer will use reasonable efforts to honor the work schedule submitted. **Employees shall be scheduled to their primary unit and will not be scheduled into their secondary unit.**

Resource RN. The Resource RN will be a posted position that will hold full competency in 3 of 4 departments and secondary competency in the remaining 1 of 4 departments. In the absence of call this position has been added and will serve as a resource to all departments, as the needs arise. The Resource RN may be schedule and/or assigned to a unit for an entire shift if the need arises, or may help in multiple departments throughout the day. The Resource RN is not subject to low census. The Resource RN will be paid a premium differential of \$4.00 per hour.

On-Call. Applicable to Pro-Tech and RN unit: Beginning on July 20th 2021, the Employer shall post a preliminary work schedule that asks for volunteers within the emergency department, family birth center, acute care unit, and intensive care unit for on-call shifts. The Employer shall post a preliminary on-call schedule by the 20th two months prior to the month being scheduled. The employer shall determine and post the final monthly call schedule by the 1st day of month prior to the month being scheduled.

Extra Shift Incentive. Until October 31, 2021, if an employee picks up a shift beyond their scheduled shifts after the final schedule is posted, the employee will be paid at time and one-half (1 1/2) for all hours worked on the extra shift, as long as the employee works the rest of their scheduled shifts that week. If an employee works an extra shift beyond their scheduled shifts that becomes open within 12 hours of the shift, the employee may be paid, at the employer's discretion, at double (2x) for all hours worked on the extra shift, as long as the employee works the rest of their scheduled shifts that week.

Resignation. Any non-probationary employees within the emergency department, family birth center, acute care unit, and intensive care unit who resign due to the restructure because they did not receive a comparable position as defined as a position with a change in shift (day, evening, or night), or an FTE change of less than .2, shall receive Employer-paid COBRA coverage through November 1, 2021. In addition, employees who have agreed to a sign-on bonus and did not receive a comparable position as defined as a position with a change in shift (day, evening, or night), or an FTE change of less than .2 shall not be penalized for resigning.



For Jefferson Healthcare Center

Date 7-15-21



For UFCW Local 21

Date 07/15/2021