

**Article 18**  
**The Work Day and Work Schedules**

Section 18.6 – Unexpected Needs for Additional Staff

To meet unexpected needs for additional staff, after Section 18.3.1 has been utilized, an extra shift rotations system will be used to equitably distribute extra shifts in a department. The parties agree that mandatory overtime is the solution of last resort. The following process should followed:

- A: Management should not post an incomplete schedule.
- B: Supervisor, Nursing and Department Managers will hold a Thursday staffing huddle to address staffing needs on high value weekends.
- C: Supervisory personnel should first seek volunteers from the RNs in the affected department who are working at that time. If no one accepts the work, the supervisor will call all RNs in the affected department until an RN accepts the work opportunity. If no RN<sup>2</sup>s accept the work opportunity on the affected shift, in the affected department, then the supervisor must call RN<sup>2</sup>s qualified to work in the department until an RN accepts the work opportunity. “Qualified to work” means that the RN has completed an orientation period in the affected unit. If no one accepts the work opportunity, staff currently on duty will be subject to mandated overtime; the supervisor will assign mandated overtime on a rotating basis in reverse seniority order. (maximum of sixteen (16) hours). If no “qualified to work” RN is available, then the supervisor will send the best qualified RN, as determined by the ~~S~~supervisor, who is available to work in the affected department. If no RN is available or able to be floated to the affected department, the ~~S~~supervisor will send the best available employee as a helper. If an RN becomes available to work the affected shift, he or she MAY replace the appointed helper for the remainder of the shift.
- D. An RN will not be mandated for shifts on consecutive days **or more than 2 times per week**. Staff who are working the affected shift as work opportunity (Section 18.3.1), or short notice call (Section 31.3) or are involuntarily scheduled **or are working an incentive shift above their FTE** will not be mandated for additional work time during that ~~shift work week~~. **Voluntarily working 4 hours beyond a regular scheduled shift will be counted the same as if it was a mandated shift.**
- E. Staff will be paid time and a half for all hours mandated.

The parties recognize that circumstances may necessitate employees working beyond the scheduled end of their shifts and the Hospital will take into consideration extenuating circumstances that a nurse believes prohibits her/him from working beyond her/his scheduled shift.