

FAQ

Article 15 Hours of Work and Work Schedules Filling of Open Shifts– 2024 6/7/2024



Frequently ASKED QUESTIONS

1	Audience	<ul style="list-style-type: none"> Employees, Staffing Coordinators, Timekeepers, Managers
2	<p>Article 15 Hours of Work and Work Schedules, Section 9 Filling of Open Shifts on a Pre-Posted Schedule.</p> <p>Per CBA: Mock Open Shifts (Pre-posted Schedule) will be posted with the Pre-Posted Schedule</p>	<ul style="list-style-type: none"> Extras shifts will be defined as an opening that exists on a pre-posted schedule, once all employees are scheduled the hours appropriate to their status and all per diem employees are scheduled to fulfill their requirement. Once this is completed then Extra shifts will be equally distributed within the individual unit/department at a site, first within the job title and then among qualified employees in other job titles, beginning with the most senior employee, to employees who have requested extra time and as follows: <ul style="list-style-type: none"> a.) a part-time or full-time employee who can work extra hours without incurring overtime; b.) a per diem employee who can work extra hours without incurring overtime; (per diem employees may be scheduled up to eight (8) shifts max per time block except as provided in Article 12, section 6 c.) full-time employees who will incur overtime, in seniority order on a rotating basis (wheel). As stated above, once the mock or pre posted schedule has been balanced and all staff are scheduled to their FTE, Open shifts should be awarded per the steps listed above. Staff should not be moved from their requested day off in order to award an employee and extra or overtime shift. Open shifts that remain during the pre-posting period or mock schedule (Article 15 – Hours of Work and Work schedules, Section 9) are not posted with incentive bonus Monday –Friday is DISCRETIONARY, management to request approval to offer the staffing incentive bonus through site leadership. For Clinical Staffing Committee (CSC) designated units at BGMC, OCH and MFSH, incentive bonus will be paid for all open shifts Monday – Friday and Weekend for CSC designated job titles, if agency personnel worked within that unit in the prior scheduled block. Weekends: All extra weekend shifts picked up and worked beyond the employees regular FTE will be paid as incentive bonus shifts. There is No Discretion. This includes all open weekend shifts identified on the mock open shifts list with the mock/pre posted schedule and the final needs list and all those picked up after the schedule is posted <p style="background-color: yellow; margin-top: 10px;">***All open shifts for CSC units & job titles will be posted as Bonus with the open shifts during the Mock/Pre-posted schedule phase. ***</p>
3	<p>Article 15 Hours of Work and Work Schedules, Section 10 a. Filling of Open Shifts with a Posted Schedule</p> <p>Per CBA: Needs List will</p>	<ul style="list-style-type: none"> Filling of Open Shifts with a Posted Schedule: All extra shifts will be clearly marked on the schedule. In long term care facilities extra shifts will be posted by hours needed per job classification with no specified department or unit. Once the schedule is posted, open shifts remaining will be posted on a needs list and filled by eligible employees beginning with the most senior employee in the individual unit/department in the same job title first, employees within the bargaining unit next and then by employees in any

	<p>be posted with the Final Posted Schedule</p>	<p>covered bargaining unit that are qualified to do the work, in the following order: *** All open shifts identified on the needs lists for CSC units & job titles will be bonus***</p> <ul style="list-style-type: none"> a.) a part-time or full-time employee who has signed up on the needs list for the unit and who can work extra hours without incurring overtime; b.) a per diem employee who has signed up on the needs list for the unit and who can work extra hours without incurring overtime; c.) employees who have signed up on the needs list for the unit and who will incur overtime in seniority order on a rotating basis (wheel) <p>On the needs list: a. If the shift is an incentive bonus shift it will be indicated with an IB b. All other shifts on the needs list would be consider regular extra or overtime shifts</p> <ul style="list-style-type: none"> • Staff cannot be moved from their requested day off in order to award an employee and extra or overtime shift as the schedule is now final. • Coding in Kronos In Kronos the shifts should be marked: <ul style="list-style-type: none"> a.) IBX (incentive bonus extra) b.) IBO (incentive bonus overtime) c.) This will delineate extra versus overtime for downsizing purposes in the staffing office/supervision
<p>4</p>	<p>Article 15 Hours of Work and Work Schedules Section 10 b. Filling of Open Shifts that Occur After the Schedule is posted:</p>	<ul style="list-style-type: none"> • Shifts that become open after the schedule is posted, and are needed to be filled based on the staffing plan, will be posted on Kaleidascope open shifts for seven (7) days. Shifts that have insufficient time to follow this process will be covered by Section 11 below. The shifts will be filled in the following order by eligible employees beginning with the most senior employee in the individual unit/department in the same job title first and then by employees in any covered bargaining unit in the following order: <ul style="list-style-type: none"> a.) a part-time or full-time employee who has signed up on Kaleidascope for the unit and who can work extra hours without incurring overtime; b.) a per diem employee who has signed up on Kaleidascope for the unit and who can work extra hours without incurring overtime; c.) employees who have signed up on Kaleidascope for the unit and who will incur overtime in seniority order on a rotating basis within the time block.
<p>5</p>	<p>Any Means Available</p>	<ul style="list-style-type: none"> • After the openings have been posted one (1) week, and the process in this section, 10B, has been completed, openings may be filled by any means available to the Employer.