

**Allina Health / Minnesota Nurses Association
2016 Metro Negotiations**

The following tentative agreements have been reached by Allina Health (on behalf of Abbott Northwestern Hospital and Phillips Eye Institute, Mercy Hospital, United Hospital, and Unity Hospital) and the Minnesota Nurses Association.

Tentative Agreements Reached on May 19, 2016:

1. **Job Vacancies:** The parties agreed to modify the job posting provision in each contract as described in Exhibit A.

2. **Flexible Schedules:** The parties agreed to modify Section 3(k)(1) of the United Hospital contract to enable hospital to post permanent flexible schedule positions as described in Exhibit B.

3. **Consecutive Days of Scheduled Shifts:** The parties agreed to modify the Hours article in each contract as described in Exhibit C.

EXHIBIT A

Abbott Northwestern Hospital and Phillips Eye Institute

16. SCHEDULES AND POSTING:

C. Posting and Filling of Positions:

1. Posting:

If a registered nurse position is or will be open, the hospital will post the position ~~at (Allina) Abbott Northwestern Hospital and Phillips Eye Institute on specified days every week~~ electronically for a period of seven (7) days before offering or permanently filling the position. The hospital will notify the Association of any changes in the procedure. If the procedures are not followed, the hospital agrees to re-post the position for an additional seven (7) days prior to permanently filling the position. Said notice shall include a listing of the station/unit, the number of shifts per payroll period, the shift rotation, and any required on-call.

The posting will include the date on which it was posted and the date and time the posting period will end, which will count as the period in which seniority applies for the granting of any position. The posting period will run from the date of the posting until 12:01 a.m. following the seventh day after the posting. The date of the posting will not count as the first day. (For instance, if the opening was posted on Tuesday, the posting period will run until 12:01 a.m. the following Wednesday.) If no qualified nurses apply within the posting period and the Hospital determines that the position still should be filled (with or without modifications to the job qualifications), then the position will be reposted for another 7-day window.

The posting will also include the required qualifications, including physical and mental demands, for the position. These qualifications are defined as years of experience, work experience, current certifications (or certifications to be obtained if the positions is awarded), licensure, and education. The Hospital may state up to three levels of required qualifications. The qualifications can be demonstrated through the interview or other designated process (e.g., skills tests, etc.). These requirements can be obtained through Human Resources or the nurse manager.

~~The following qualifications shall be identified:~~

~~—Minimum Qualifications, including physical and mental demands, to apply for the position:~~

~~Required Qualifications to be granted the position (qualifications required to be demonstrated through the interview or other designated process [skills tests], etc.). These can be obtained through Human Resources or the nurse manager.~~

2. Critical Care Pre-Screening Exam:

Prior to being considered for a position in any Critical Care Unit (ICU, ED, PACU, Critical Care Float Pool), the RN must take a pre-screening exam. The passing score shall be 80% or greater. The exam results will be reviewed with the RN. The hospital will identify areas for improvement, if appropriate. If the RN does not pass the exam, the RN must wait six months before retesting and reapplying for a critical care position.

If a station/unit is able to post available hours less than .4 or shift rotation that is not a vacated or new position, they may be posted on the station/unit bulletin board and be granted according to seniority.

In filling any such bargaining unit position, the primary consideration shall be whether the applicant meets the required qualifications to perform the duties of the open position. The transfer of a nurse to the position for which the nurse has been accepted may be postponed for a period not to exceed three (3) months if it is necessary to provide the proper skill level on the unit from which the nurse will be transferring.

~~For qualified bargaining unit nurses who apply within the applicable 7-day window, preference will be given by seniority over candidates not currently employed by the Hospital. Nurses who meet the first level of required qualifications and pass the pre-screening exam, if applicable, will be considered first (internal candidates by seniority, then external candidates). If there are no qualified candidates at that first level of required qualifications, then the Hospital would consider applicants meeting the second level of qualifications (internal candidates by seniority, then external candidates). If there are no qualified candidates at that second level of required qualifications, then the Hospital would consider applicants meeting the next levels of qualifications (internal candidates by seniority, then external candidates), depending on the number of level determined by the Hospital.~~

~~Internal candidates who are offered the position will be notified by email and telephone of the offer. The nurse must respond within seven days after the email is sent or the offer will be deemed to have been declined. The period will run from the date of the offer until 12:01 a.m. following the seventh day after the offer. The date of the offer will not count as the first day. The response must be sent by email. Internal applicants who are not awarded the position will be notified they were not selected.~~

~~Subject to the foregoing, nurses meeting the required qualifications shall be given preference over nurses not currently employed by the hospital, and as between nurses employed by the hospital, preference shall be given to the most senior nurse within the bargaining unit, except as outlined above in Required Qualifications and Critical Care Pre-Screening Exam.~~

If a nurse meets the minimum qualifications and accepts a job offer for an open position, the hospital will pay for any additional required coursework necessary for that unit (e.g., critical care or telemetry classes). This payment includes pay for time spent in class as well as registration fees.

Nurses filling posted positions shall be required to maintain a position on that same unit for one year following completion of orientation (if orientation is required) before transferring to another posted position unless mutually agreed upon between the nurse and the manager.

Mercy Hospital

17. SCHEDULES AND POSTING

- C. Posting and Filling of Positions: If a nursing position is or will be open, the Hospital will electronically post ~~on the bulletin board~~ a notice for a period of at least seven (7) days before permanently filling the position. Said notice shall include a listing of the station unit, the number of shifts per payroll period, the shift rotation, the required qualifications for the position, and the person to whom to apply.

The posting will include the date on which it was posted and the date and time the posting period will end, which will count as the period in which seniority applies for the granting of any position. The posting period will run from the date of the posting until 12:01 a.m. following the seventh day after the posting. The date of the posting will not count as the first day. (For instance, if the opening was posted on Tuesday, the posting period will run until 12:01 a.m. the following Wednesday.) If no qualified nurses apply within the posting period and the Hospital determines that the position still should be filled (with or without modifications to the job qualifications), then the position will be reposted for another 7-day window.

The posting will also include the required qualifications, including physical and mental demands, for the position. These qualifications are defined as years of experience, work experience, current certifications (or certifications to be obtained if the positions is awarded), licensure, and education. The Hospital may state up to three levels of required qualifications.

In filling any such bargaining unit position, the primary consideration shall be whether the applicant meets the required qualifications to perform the duties of the open position. The transfer of a nurse to the position for which the nurse has been accepted may be postponed for a period not to exceed three (3) months if it is necessary to provide the proper skill level on the unit from which the nurse will be transferring.

For qualified bargaining unit nurses who apply within the applicable 7-day window, preference will be given by seniority over candidates not currently employed by the Hospital. Nurses who meet the first level of required qualifications will be considered first (internal candidates by seniority, then external candidates). If there are no qualified candidates at that first level of required qualifications, then the Hospital would consider applicants meeting the second level of qualifications (internal candidates by seniority, then external candidates). If there are no qualified candidates at that second level of required qualifications, then the Hospital would consider applicants meeting the next levels of qualifications (internal candidates by seniority, then external candidates), depending on the number of level determined by the Hospital.

Internal candidates who are offered the position will be notified by email and telephone of the offer. The nurse must respond within seven days after the email is sent or the offer will be deemed to have been declined. The period will run from the date of the offer until 12:01 a.m. following the seventh day after the offer. The date of the offer will not count as the first day. The response must be sent by email. Internal applicants who are not awarded the position will be notified they were not selected.

~~Subject to the foregoing, nurses meeting the required qualifications shall be given preference over nurses not currently employed by the Hospital, and as between nurses employed by the Hospital, preference shall be given to the most senior nurse within the bargaining unit.~~

United Hospital

16. SCHEDULES AND POSTING

- (c) Posting and Filling of Positions: If a nursing position is or will be open, the Hospital will post a notice electronically and ~~it~~ on the bulletin board for a period of at least seven (7) calendar days before permanently filling the position. For purposes of the posting period in the next paragraph, the applicable notice is the one posted electronically. Any vacancy shall be posted prior to a unit's reconfiguration of shift patterns, except as permitted by Section 7, Rotation and Shift of Choice, and Section 6, Part-time Nurses, subsection (h) and to accommodate every third weekend schedules. Said notice shall include a listing of the position, requirements, the shift, the unit involved, the number of shifts per payroll period, and the person to whom to apply.

The posting will include the date on which it was posted and the date and time the posting period will end, which will count as the period in which seniority applies for the granting of any position. The posting period will run from the date of the posting until 12:01 a.m. following the seventh day after the posting. The date of the posting will not count as the first day. (For instance, if the opening was posted on Tuesday, the posting period will run until 12:01 a.m. the following Wednesday.) If no qualified nurses apply within the posting period and the Hospital determines that the position still should be filled (with or without modifications to the job qualifications), then the position will be reposted for another 7-day window.

The posting will also include the required qualifications, including physical and mental demands, for the position. These qualifications are defined as years of experience, work experience, current certifications (or certifications to be obtained if the positions is awarded), licensure, and education. The Hospital may state up to three levels of required qualifications.

—In filling any such position, the primary consideration shall be whether the applicant meets the required qualifications to perform the duties of the open position. The transfer of a nurse to the position for which the nurse has been accepted may be postponed for a period not to exceed three (3) months if it is necessary to provide the proper skill level on the unit from which the nurse will be transferring. The nurse must be notified at the time the position is offered and accepted that a delay in transfer may occur. If a manager feels there is a compelling patient care reason to exceed the three (3) month limit, the issue must be brought to the Staffing Advisory Committee as soon as the potential for further delay is recognized.

For qualified bargaining unit nurses who apply within the applicable 7-day window, preference will be given by seniority over candidates not currently employed by the Hospital. Nurses who meet the first level of required qualifications will be considered first (internal candidates by seniority, then external candidates). If there are no qualified candidates at that first level of required qualifications, then the Hospital would consider applicants meeting the second level of qualifications (internal candidates by seniority, then external candidates). If there are no qualified candidates at that second level of required qualifications, then the Hospital would consider applicants meeting the next levels of qualifications (internal candidates by seniority, then external candidates), depending on the number of level determined by the Hospital.

Internal candidates who are offered the position will be notified by email and telephone of the offer. The nurse must respond within seven days after the email is sent or the offer will be deemed to have been declined. The period will run from the date of the offer until 12:01 a.m. following the seventh day after the offer. The date of the offer will not count as the first day. The response must be sent by email. Internal applicants who are not awarded the position will be notified they were not selected.

~~Subject to the foregoing, nurses meeting the required qualifications shall be given preference over nurses not currently employed by the Hospital, and as between nurses employed by the Hospital, preference shall be given to the most senior nurse within the bargaining unit.~~

Unity Hospital

4. SCHEDULES AND POSTING:

C. **Posting and Filling of Positions:**

If a registered nurse position is or will be open, the hospital will post the position ~~at Unity Hospital on Tuesdays and Fridays of every week~~electronically for a period of seven (7) days before offering or permanently filling the position. The hospital will notify the Association of any changes in the procedure. If the procedures are not followed, the hospital agrees to repost the position for an additional seven (7) days prior to permanently filling the position. Said notice shall include a listing of the station/unit, the number of shifts per payroll period, the shift rotation, and any required on-call.

The posting will include the date on which it was posted and the date and time the posting period will end, which will count as the period in which seniority applies for the granting of any position. The posting period will run from the date of the posting until 12:01 a.m. following the seventh day after the posting. The date of the posting will not count as the first day. (For instance, if the opening was posted on Tuesday, the posting period will run until 12:01 a.m. the following Wednesday.) If no qualified nurses apply within the posting period and the Hospital determines that the position still should be filled (with or without modifications to the job qualifications), then the position will be reposted for another 7-day window.

The posting will also include the required qualifications, including physical and mental demands, for the position. These qualifications are defined as years of experience, work experience, current certifications (or certifications to be obtained if the positions is awarded), licensure, and education. The Hospital may state up to three levels of required qualifications. The qualifications can be demonstrated through the interview or other designated process (e.g., skills tests, etc.). These requirements can be obtained through Human Resources or the nurse manager.

~~The following qualifications shall be identified:~~

~~Minimum qualifications, including physical and mental demands, to apply for the position:~~

All positions will require no greater than thirty-two (32) pounds lifting requirement.

~~Required qualifications to be granted the position (qualifications required to be demonstrated through the interview or other designated process [skills tests, etc.]). These can be obtained through Human Resources or the nurse manager.~~

If a station/unit is able to post available hours less than a .4 or shift rotation that is not a vacated or new position, they may be posted on the station/unit bulletin board and be granted according to seniority.

In filling any such bargaining unit position, the primary consideration shall be whether the applicant meets the required qualifications to perform the duties of the open position. The transfer of a nurse to the position for which the nurse has been accepted may be postponed for a period not to exceed three (3) months if it is necessary to provide the proper skill level on the unit from which the nurse will be transferring.

For qualified bargaining unit nurses who apply within the applicable 7-day window, preference will be given by seniority over candidates not currently employed by the Hospital. Nurses who meet the first level of required qualifications will be considered first (internal candidates by seniority, then external candidates). If there are no qualified candidates at that first level of required qualifications, then the Hospital would consider applicants meeting the second level of qualifications (internal candidates by seniority, then external candidates). If there are no qualified candidates at that second level of required qualifications, then the Hospital would consider applicants meeting the next levels of qualifications (internal candidates by seniority, then external candidates), depending on the number of level determined by the Hospital.

Internal candidates who are offered the position will be notified by email and telephone of the offer. The nurse must respond within seven days after the email is sent or the offer will be deemed to have been declined. The period will run from the date of the offer until 12:01 a.m. following the seventh day after the offer. The date of the offer will not count as the first day. The response must be sent by email. Internal applicants who are not awarded the position will be notified they were not selected.

~~Subject to the foregoing, nurses meeting the required qualifications shall be given preference over nurses not currently employed by the hospital and, as between nurses employed by the Hospital, preference shall be given to the most senior nurse within the bargaining unit.~~

If a nurse meets the minimum qualifications and accepts a job offer for an open position, the hospital will pay for any additional required coursework necessary for that unit (e.g., critical care or telemetry classes). This payment includes pay for time spent in class as well as registration fees.

EXHIBIT B

3. HOURS

(k) Flexible Work Schedules: The Hospital and an individual nurse may agree upon a pattern of work schedules providing for work in excess of eight (8) hours per day. Work schedules established pursuant to the provisions of this Section shall be subject to the following conditions:

- (1) A nurse shall have an opportunity to review the alternate work schedule or schedules being considered prior to volunteering for flexible work schedules. The nurse may limit his/her agreement to specific types of flexible schedules. The Hospital shall retain written documentation that a nurse has agreed to a flexible work schedule and of the type of flexible schedule to which the nurse has agreed. Such schedules shall have a maximum of three (3) twelve (12) hour shifts on consecutive days, except on a holiday weekend or at a nurse's request. A nurse electing to work schedules under this Section may revoke such election by giving the Hospital written notice of at least four (4) weeks prior to the effective date of the Hospital's next posted schedule of work hours. Provided, however, that in no event shall more than six (6) weeks' notice of revocation be required.

In the event the Hospital elects to discontinue the opportunity for an alternate work schedule, the Hospital shall give written notice to the nurse or nurses affected at least four (4) weeks prior to the next posted schedule; but shall not be required to provide more than six (6) weeks' notice to the nurse.

In addition, the Hospital may post permanent flexible schedule positions. When the nurse is hired for, or transfers into, a permanent flexible schedule position, the nurse cannot discontinue this position as described above. A nurse may apply for posted open and available positions. The Hospital may elect not to post vacated permanent flexible schedule positions.

EXHIBIT C

Abbott Northwestern Hospital and Phillips Eye Institute

3. HOURS:

H. Flexible Work Schedules (Other than Eight- [8] Hour Shifts):

The hospital and an individual nurse may agree upon a pattern of work schedules providing for work in excess of eight (8) hours per day. In addition, the hospital may post permanent flexible positions. The parties agree that all provisions of the contract apply to nurses opting to be scheduled other than on an 8/80 work agreement, except as outlined below. Work schedules established pursuant to the provisions of this section shall be subject to the following conditions:

5. Sick leave shall be accrued at a rate proportionate to that specified in Section "Leave with Pay for Illness/Injury" for registered nurses who are not working a flexible work schedule. Sick pay will be paid for the total scheduled hours lost and shall be deducted from accumulated sick leave at the same rate.

Vacation shall accrue at the rate proportionate to that specified in Section "Vacations" for registered nurses not working a flexible schedule and shall be granted in a manner to provide a registered nurse an equal amount of calendar time off as provided in Section "Vacations."

Holiday pay shall be based on the number of hours regularly scheduled under the flexible schedule.

In no event will the occurrence of a holiday, paid sick leave, or vacation have the effect of diminishing the number of hours normally paid to a nurse in a payroll period.

A nurse may not be scheduled more than three (3) consecutive days of twelve- (12) hour shifts without her or his consent, except for over a four-day holiday weekend. Nurses shall not be scheduled for an 8-hour shift on the day immediately prior to or on the day immediately following the three (3) consecutive days of 12-hour scheduled shifts, except at the nurse's request.

Mercy Hospital

3. HOURS

C. Scheduling: The general pattern of scheduling will be as follows:

6. Nurses shall not be scheduled to work more three (3) twelve- (12) hour shifts on consecutive days except for a holiday weekend or by the nurse's request. Nurses shall not be scheduled an 8-hour shift on the day immediately prior to or on the day immediately following the three (3) consecutive days of 12-hour scheduled shifts, except at the nurse's request. Nurses who are regularly scheduled .9 FTE or below will not be scheduled more than five (5) eight -(8) hour shifts on consecutive days without the nurse's consent. Nurses shall not be scheduled for a 12-hour shift on the day immediately prior to or on the day immediately following the five (5) consecutive days of 8-hour scheduled shifts, except at the nurse's request. The number of consecutive shifts for regularly scheduled full-time nurses will be mutually determined as block schedules are developed. Full-time nurses who do not choose a block schedule shall not be scheduled to work more than seven (7) consecutive days without the nurse's consent.

J. Flexible Work Schedules: The Hospital and an individual nurse may agree upon a pattern of work schedules providing for work in excess of eight (8) hours per day. Work schedules established pursuant to the provisions of this Section shall be subject to the following conditions:

1. A nurse shall have an opportunity to review the alternate work schedule or schedules being considered prior to volunteering for flexible work schedules. The nurse may limit her or his agreement to specific types of flexible schedules. The Hospital shall retain written documentation that a nurse has agreed to a flexible work schedule and of the type of flexible schedule to which the nurse has agreed. Such schedules shall have a maximum of three (3) twelve- (12) hour shifts on consecutive days, except on a holiday weekend or at the nurse's request. Nurses shall not be scheduled an 8-hour shift on the day immediately prior to or on the day immediately following the three (3) consecutive days of 12-hour scheduled shifts, except at the nurse's request. A nurse electing to work schedules under this Section may revoke such election by giving the Hospital written notice of at least four (4) weeks prior to the effective date of the Hospital's next posted schedule of work hours. Provided, however, that in no event shall more than six (6) weeks' notice of revocation be required.

United Hospital

3. HOURS

(c) Scheduling: The general pattern of scheduling will be as follows:

(6) Nurses shall not be scheduled to work more than three (3) twelve (12) hour shifts on consecutive days except for a holiday weekend or by the nurse's request. Nurses shall not be scheduled an 8-hour shift on the day immediately prior to or on the day immediately following the three (3) consecutive days of 12-hour scheduled shifts, except at the nurse's request. Nurses who are regularly scheduled .9 FTE or below will not be scheduled more than five (5) eight (8) hour shifts on consecutive days without the nurse's consent. Nurses shall not be scheduled for a 12-hour shift on the day immediately prior to or on the day immediately following the five (5) consecutive days of 8-hour scheduled shifts, except at the nurse's request. The number of consecutive shifts for regularly scheduled full time nurses will be mutually determined as block schedules are developed. Full time nurses who do not choose a block schedule shall not be scheduled to work more than seven (7) consecutive days without the nurse's consent.

(k) Flexible Work Schedules: The Hospital and an individual nurse may agree upon a pattern of work schedules providing for work in excess of eight (8) hours per day. Work schedules established pursuant to the provisions of this Section shall be subject to the following conditions:

(1) A nurse shall have an opportunity to review the alternate work schedule or schedules being considered prior to volunteering for flexible work schedules. The nurse may limit his/her agreement to specific types of flexible schedules. The Hospital shall retain written documentation that a nurse has agreed to a flexible work schedule and of the type of flexible schedule to which the nurse has agreed. Such schedules shall have a maximum of three (3) twelve (12) hour shifts on consecutive days, except on a holiday weekend or at a nurse's request. Nurses shall not be scheduled an 8-hour shift on the day immediately prior to or on the day immediately following the three (3) consecutive days of 12-hour scheduled shifts, except at the nurse's request. A nurse electing to work schedules under this Section may revoke such election by giving the Hospital written notice of at least four (4) weeks prior to the effective date of the Hospital's next posted schedule of work hours. Provided, however, that in no event shall more than six (6) weeks' notice of revocation be required.

In the event the Hospital elects to discontinue the opportunity for an alternate work schedule, the Hospital shall give written notice to the nurse or nurses affected at least four (4) weeks prior to the next posted schedule; but shall not be required to provide more than six (6) weeks' notice to the nurse.

In addition, the Hospital may post permanent flexible schedule positions. When the nurse is hired for, or transfers into, a permanent flexible schedule position, the nurse cannot discontinue this position as described above. A nurse may apply for posted open and available positions. The Hospital may elect not to post vacated permanent flexible schedule positions.

Unity Hospital

2. HOURS:

H. Flexible Work Schedules (Other than Eight- [8] Hour Shifts):

The hospital and an individual nurse may agree upon a pattern of work schedules providing for work in excess of eight (8) hours per day. In addition, the hospital may post permanent flexible positions. The parties agree that all provisions of the contract apply to nurses opting to be scheduled other than on an 8/80 work agreement, except as outlined below. Work schedules established pursuant to the provisions of this section shall be subject to the following conditions:

6. ~~Typically a~~ nurse will not be scheduled more than three (3) consecutive days of twelve- (12) hour shifts without her or his consent, except for over a four-day holiday weekend. Nurses shall not be scheduled an 8-hour shift on the day immediately prior to or on the day immediately following the three (3) consecutive days of 12-hour scheduled shifts, except at the nurse's request.