

EXHIBIT J  
LETTERS OF UNDERSTANDING

**Abbott Northwestern Hospital / Phillips Eye Institute:**

<u>LOU</u>	<u>Action</u>
LOU #1 – Pension Plan Note	Renew for duration of successor agreement.
LOU #2 – Conformed Contract Sections	Renew for duration of successor agreement.
LOU #3 – Payment of Overtime	<b>Remove from contract book. LOU is already incorporated into 3.H.2. Match language between LOU and contract section.</b>
LOU #4 – Workers’ Compensation Pay Supplement	Renew for duration of successor agreement.
LOU #5 – Movement of MNA Carve Outs	<b>Remove from contract book. LOU has no continuing relevance or application.</b>
LOU #6 – Rounding Rule Pay Principles	Renew for duration of successor agreement.
LOU #7 – Allina Clinical Nursing Practice Council	Renew for duration of successor agreement.
LOU #8 – Safe Patient Handling	Renew for duration of successor agreement.
LOU #9 – Acuity System	<b>Remove from contract book. LOU has no continuing relevance or application.</b>
LOU #10 – Patient Flow Programs	Renew for duration of successor agreement.
LOU #11 – Hazmat Education	Renew for duration of successor agreement.
LOU #12 – Payment for Attendance at Meetings	Renew for duration of successor agreement.
LOU #13 – Other Groups in the Bargaining Unit (and February 15, 2007 letter agreement)	Renew for duration of successor agreement.
LOU #14 – VPCI Nurse Clinicians and Mental Health Partial Hospital Nurses	Renew for duration of successor agreement.
LOU #15 – Endoscopy Department Nurses	<b>Replace with updated LOU. See Item 10.</b>
LOU #16 – Special Care Nursery Weekend Work	Renew for duration of successor agreement.
LOU #17 – Orientation Travel Time	Renew for duration of successor agreement.
LOU #18 – Community or Region Wide Emergency Response	Renew for duration of successor agreement.

Agreement Regarding Pre-Tax Reimbursement Fund Forfeitures	Renew for duration of successor agreement.
LOU #19 – Recognition of LPN or Other Non-RN Experience	<b>Remove from contract book. LOU is already incorporated into Section 4.C.</b>
LOU #20 – Shifts less than Eight Hours	Renew for duration of successor agreement.
LOU #21 – Mandatory Education Scheduling (ANW)	Renew for duration of successor agreement.
LOU #23 – Health Insurance Committee	Renew for duration of successor agreement.
LOU #26 – ED Security	Renew for duration of successor agreement.
LOU #27 – Orientation Facilitator Differential (ANW)	Renew for duration of successor agreement.
LOU #28 – Bonus for Late Cases (PEI)	Renew for duration of successor agreement.
LOU #29 – Personal Floating Holiday Use	<b>Incorporate into Section 6.B and Section 8.A. Do not include in contract book.</b>
LOU #30 – Use of Voluntary Call During Voluntary LOAs	<b>Incorporate into proposed Section 14.B. See Item 1. Do not include in contract book.</b>
LOU #31 – Casual Nurse Requirement	<b>Incorporate into Section 6.E.1. Do not include in contract book.</b>

LETTER OF UNDERSTANDING  
between  
Abbott Northwestern Hospital and Phillips Eye Institute  
and  
Minnesota Nurses Association

SUBJECT: PENSION PLAN NOTE

The Twin City Hospitals Retirement Plan for Registered Professional Nurses represented by the Minnesota Nurses Association, previously established as a result of negotiations between the Minnesota Nurses Association and the Participating Hospitals has been amended. The Plan is now known as Twin City Hospitals / Minnesota Nurses Association Pension Plan.

The Pension Plan is funded by the Hospitals without nurse contributions. The instruments for the Plan are kept for your inspection at each Participating Hospital and at the Minnesota Nurses Association office. A summary plan description is available from Wilson McShane Corporation.

The Plan as amended provides for certain rules relating to when a nurse becomes a participant in the Plan, how benefits are accrued under the Plan, how benefits may be lost by a break in service, and how benefits may be vested.

When considering dates for a leave of absence or termination of employment, it is important that you specifically check with one of the offices listed below to determine the effect that a leave of absence or termination may have on your eligibility for benefits under the Plan. This Pension Plan Note and the summary plan description represent only a summary of Plan provisions. In all events, the legal documents are controlling.

If you have questions, be sure to contact one of the following offices:

WILSON-MCSHANE CORPORATION  
(The Plan Administrator)  
3001 Metro Drive #500  
Bloomington, MN 55425  
952-854-0795

MINNESOTA NURSES ASSOCIATION  
345 Randolph Avenue #200  
St. Paul, MN 55102  
651-414-2800

YOUR HOSPITAL PERSONNEL OFFICE

LETTER OF UNDERSTANDING  
between  
Abbott Northwestern Hospital and Phillips Eye Institute  
and  
Minnesota Nurses Association

During the course of bargaining of the Contract between the Minnesota Nurses Association ("the Association") and Abbott Northwestern Hospital and Phillips Eye Institute, United Hospital, and Mercy Hospital, business units of Allina Health System, the parties reached several understandings not reflected in the body of the Contract. This letter is to set forth those understandings:

1. Allina Health System and the bargaining units at Abbott Northwestern Hospital, Phillips Eye Institute, United Hospital, and Mercy Hospital have agreed that future contracts will be negotiated either jointly between United, Mercy, Abbott Northwestern Hospital, and Phillips Eye Institute or simultaneously between United, Mercy, and Abbott Northwestern/Phillips Eye Institute each contract term.
2. The parties agree that, as of June 1, 2001, the following contract sections have been conformed and will remain conformed in all future contracts:

Educational Development  
Salary (What's Conformed, Stays Conformed)  
On-Call Duty – Financial sections only  
Holidays - Excluding Holiday Exemption and United Specific Language regarding  
Christmas scheduling  
Vacations  
Job Protection, Mergers, and Reduction of Beds  
Discipline and Termination of Employment  
Promotions, Transfers, and New Positions (excluding E and F United Only)  
No Strikes – No Lock Outs  
Association Communication and Chairpersons  
Pre-Tax Spending Account  
Personnel Files  
Association Security  
Retention of Benefits  
Successors and Assigns  
Breakage  
Legality  
Voluntary Employee Benefit Association  
Duration and Renewal  
Pension Plan Notes

These conformed contract sections, as well as any contract provisions pertaining to wages, benefits, and other economic provisions of the contracts, shall be uniform among

the three contracts and shall be bargained jointly between all three bargaining units or with the individual bargaining units, each of which shall be authorized to negotiate modifications to one or more of these provisions, which agreements will be binding upon all three bargaining units. The previous sentence is not intended to suggest that all three of the bargaining units must be involved in negotiating on these conformance and economic provisions, as long as every conformance and economic provision is assigned to at least one bargaining unit for negotiation on behalf of all three. If bargained jointly, no more than four (4) negotiating team members from each bargaining unit shall be appointed.

3. Nothing herein shall prevent the parties from continuing to negotiate other items in local addenda to address issues of specific concern to an individual facility.
4. The parties agree to explore, prior to this contract's expiration, the prospect of Metro-wide coordinated bargaining with other MNA contract hospitals in the Twin Cities on major economic and benefit provisions. The parties agree to notify each other by November 1, 2009, of any desire to pursue such a coordinated approach to bargaining.
5. No later than December 15, 2009, the Union will notify Allina as to:
  - a. Whether all negotiations will be conducted jointly between Allina and all three bargaining units;
  - b. If not joint, whether any of the bargaining units will bargain together; and
  - c. If not joint, how the conformed and economic provisions of the contract would be assigned for negotiation on behalf of all three bargaining units.

ALLINA HEALTH SYSTEM

SIGNED

\_\_\_\_\_  
Renee Raming  
Vice President, Labor Relations

\_\_\_\_\_  
Dated

SIGNED

Terry Graner, Vice President, Patient Care  
Services

MINNESOTA NURSES ASSOCIATION

SIGNED

\_\_\_\_\_  
Susan A. Mason  
Labor Relations Specialist, MNA

\_\_\_\_\_  
Dated

SIGNED

\_\_\_\_\_  
Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

Robert Pandiscio, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

LETTER OF UNDERSTANDING  
between  
Abbott Northwestern Hospital and Phillips Eye Institute  
and  
Minnesota Nurses Association

Payment of Overtime

During the negotiations for the 2001 – 2004 contract between Abbott Northwestern Hospital and Phillips Eye Institute and the Minnesota Nurses Association, the following agreement was reached regarding pay under the Flexible Scheduling Language of the contract. During the term of this contract, the following will apply:

1. Nurses will be paid time and one-half for all hours in excess of the scheduled work shift when the scheduled shift is less than 12 but more than eight consecutive hours.
2. Nurses will be paid double time for all consecutive hours worked in excess of 12 hours per day.
3. Nurses will be paid time and one-half for hours worked in excess of 40 hours per week, whether time and one-half was also paid for other hours in excess of the scheduled workday or double time for hours in excess of 12 consecutive hours.

ALLINA HEALTH SYSTEM

SIGNED

\_\_\_\_\_  
William MacNally  
Chair, Labor Policy Committee

\_\_\_\_\_  
Dated

MINNESOTA NURSES ASSOCIATION

SIGNED

\_\_\_\_\_  
Susan A. Mason, RN  
Staff Specialist, Labor Relations, MNA

\_\_\_\_\_  
Dated

SIGNED

\_\_\_\_\_  
Carrie Mortrud, RN  
MNA Chairperson, Abbott Northwestern  
and Phillips Eye Institute

\_\_\_\_\_  
Dated

LETTER OF UNDERSTANDING  
between  
Abbott Northwestern Hospital and Phillips Eye Institute  
and  
Minnesota Nurses Association

SUBJECT: Workers' Compensation Pay Supplement

Intent: Allina is interested in making its Metro hospital facilities a safer place for employees to work. While the above-named business units work to improve their employee safety work environments, Allina has committed to provide a Workers' Compensation Pay Supplement for injured nurses who meet the eligibility requirements as defined within this letter.

Participants: All MNA members within the ANW/PEI, Mercy, and United Hospital bargaining units.

Eligibility:

- ◆ Nurses receiving Temporary Total Disability (TTD) or Temporary Partial Disability (TPD) from Allina and maintaining employment status within Allina;
- ◆ Nurses whose Workers' Compensation average weekly wage (as defined by state statute) exceeds the applicable maximum approved by the state (currently \$1125 per week; \$925 per week for those injured June 1, 1998, to September 30, 2000) and;
- ◆ Nurses whose injury occurred after June 1, 1998

Calculation of Workers' Compensation Pay Supplement:

- ◆ Average weekly wage (as defined by state statute) minus the gross wage maximum (currently \$1125 or the maximum as changed by the State of Minnesota; \$925 if the injury occurred between June 1, 1998, and September 30, 2000).
- ◆ The above benefit to be reduced by:
  - Gross wages from Allina if on TPD
  - STD Payments
  - LTD Payments
  - TPD Payments
  - TTD Payments
  - SSD Payments
- ◆ The result is the gross taxable amount of the workers' compensation pay supplement.

Benefit Period:

- ◆ Up to twelve (12) consecutive months from the date of eligibility for TPD or TTD attributable to a specific date of injury.
  - ◆ For nurses currently injured, the one-year benefit period will begin June 1, 2001.

- ◆ For nurses who become injured on or after June 1, 2001, the one-year benefit period will begin as of the date of eligibility for TPD or TTD attributable to a specific date of injury.
- ◆ A new injury or an aggravation of a previous workers' compensation injury would qualify as a new twelve- (12) month eligibility period.

Effective Date and Duration:

Supplemental payments meeting the above eligibility criteria, benefit period, and pay supplement calculation will be effective June 1, 2001, (an initial process design and application period will be completed by July 30, 2001; retroactive payments to June 1<sup>st</sup> will be made if qualified) and cease at the end of the current contract period.

ALLINA HEALTH SYSTEM

SIGNED

\_\_\_\_\_  
Richard Pettingill  
CEO / Chair, Labor Policy Committee

\_\_\_\_\_  
Dated

MINNESOTA NURSES ASSOCIATION

SIGNED

\_\_\_\_\_  
Susan A. Mason, RN  
Staff Specialist, Labor Relations, MNA

\_\_\_\_\_  
Dated

SIGNED

\_\_\_\_\_  
Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

\_\_\_\_\_  
Carrie Mortrud, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

\_\_\_\_\_  
Deb Wood, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI



LETTER OF UNDERSTANDING  
between  
Abbott Northwestern Hospital and Phillips Eye Institute  
and  
Minnesota Nurses Association

SUBJECT: Movement of MNA Carve-outs

Intent: Currently, MNA members have specifically identified exceptions (referred to as "carve-outs") within the Advantage Plan and Plus Plan health plan offerings. The exceptions currently attached to the Advantage Plan are to be removed from the Advantage Plan and added to the Medica Choice Plan.

Participants: All MNA members within the ANW/PEI, Mercy, and United Hospital bargaining units.

Effective Date: January 1, 2002.

Process:

- ◆ As a part of the open enrollment period in the fall of 2001, MNA members of the three above-named bargaining units would be reminded in writing that the carve-outs will be moved from the Advantage Plan to the Medica Choice Plan.
- ◆ A list of the carve-outs will also be provided, which are as follows:
  - National formulary
  - 34-day supply of medications vs. 31-day
  - Three-month supply of maintenance drugs for one co-pay
  - Advocate behavioral health network and process

ALLINA HEALTH SYSTEM

SIGNED

\_\_\_\_\_  
William MacNally  
Chair, Labor Policy Committee

\_\_\_\_\_  
Dated

MINNESOTA NURSES ASSOCIATION

SIGNED

\_\_\_\_\_  
Susan A. Mason, RN  
Staff Specialist, Labor Relations, MNA

\_\_\_\_\_  
Dated

SIGNED

\_\_\_\_\_  
Carrie Mortrud, RN  
MNA Chairperson, Abbott Northwestern  
and Phillips Eye Institute

\_\_\_\_\_  
Dated

LETTER OF UNDERSTANDING  
between  
ABBOTT NORTHWESTERN HOSPITAL / PHILLIPS EYE INSTITUTE  
and  
MINNESOTA NURSES ASSOCIATION

The undersigned parties agree that the four-hour rounding rule pay principles will apply to the current labor agreement between Abbott Northwestern Hospital / Phillips Eye Institute and the Minnesota Nurses Association. The current contract is effective June 1, 2004, through May 31, 2007.

ALLINA HEALTH SYSTEM

MINNESOTA NURSES ASSOCIATION

SIGNED

SIGNED

Richard Pettingill  
CEO / Chair, Labor Policy Committee

Susan A. Mason, RN  
Staff Specialist, Labor Relations, MNA

Dated

Dated

SIGNED

Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

Carrie Mortrud, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

Deb Wood, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

LETTER OF UNDERSTANDING  
between  
ALLINA HOSPITALS AND CLINICS  
and  
MINNESOTA NURSES ASSOCIATION  
(ABBOTT NORTHWESTERN HOSPITAL, PHILLIPS EYE INSTITUTE, MERCY HOSPITAL,  
UNITED HOSPITAL)

Allina Clinical Nursing Practice Council

There shall be a joint council of practicing nurses and nurse administrators to establish best practices (refer to established Charter for additional information). The purpose of this includes, but is not limited to, changes generated from a system-wide process for the sake of integrating or changing policies, standards, practices, and any work flow issues that may impact patient care and nursing practice across the Allina spectrum of care.

The council will work collaboratively with each established local bargaining unit practice council to identify and receive input and problem solving approval prior to the initiation of any changes in any of the above.

The council shall be composed of an equal number of representatives of the Association and the Hospitals. Co-chairs of the council will be comprised of one chair from the Allina Council of Chairpersons and one chair from Allina management. The Association council members will be paid at straight time for their participation in council activities.

ALLINA HOSPITALS

SIGNED

By  
Renee Raming  
Vice President, Labor Relations

SIGNED

By  
Terry Graner  
Vice President, Patient Care Services

MINNESOTA NURSES ASSOCIATION

SIGNED

By  
Susan Mason, RN  
Labor Relations Specialist

SIGNED

By  
Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

By  
Robert Pandiscio, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

LETTER OF UNDERSTANDING  
between  
ALLINA HOSPITALS AND CLINICS  
and  
MINNESOTA NURSES ASSOCIATION  
(ABBOTT NORTHWESTERN HOSPITAL, PHILLIPS EYE INSTITUTE, MERCY HOSPITAL,  
UNITED HOSPITAL)

Safe Patient Handling

During the 2007 Metro negotiations, the Hospitals and the Association agreed to establish the following requirements for safe patient handling, equipment, and/or safe practices:

1. The maximum manual lift requirement is 32 pounds for any purpose.
2. The maximum push-pull requirement is forty-four (44) pounds for peak and twenty-nine (29) pounds for sustained pushes, as measured by a force dynamometer, of patients in or on beds, carts or stretchers, wheelchairs, or other wheeled equipment.
3. The requirements may be revised as science and experience with implementation requires and is mutually agreed to between the Association and Allina.

The parties agree to implement the agreed upon requirements as follows:

1. The push-pull measurements for various types of equipment shall be made on all surfaces on which equipment is pushed-pulled, with and without patient loads, to determine the number of people or the type of mechanical assistive device necessary to move a patient of a specified weight range in or on each type of equipment over each type of surface without exceeding the above limits. Sustained push is measured by no greater than 150 feet.
2. The requirements will be incorporated into the job descriptions and essential job duties at each hospital.
3. The requirements will be communicated to managers and nurses at each Hospital.
4. The parties will collaborate on a plan to reduce the at-risk job tasks and increase the accountability for managers and employees to adopt safe patient handling practices.

ALLINA HOSPITALS

MINNESOTA NURSES ASSOCIATION

By SIGNED  
Renee Raming  
Vice President, Labor Relations

By SIGNED  
Susan Mason  
Labor Relations Specialist

By SIGNED  
Terry Graner  
Vice President, Patient Care Services

By SIGNED  
Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

By                    SIGNED  
Robert Pandiscio, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

LETTER OF UNDERSTANDING  
between  
ALLINA HOSPITALS AND CLINICS  
and  
MINNESOTA NURSES ASSOCIATION  
(ABBOTT NORTHWESTERN HOSPITAL, PHILLIPS EYE INSTITUTE, MERCY HOSPITAL,  
UNITED HOSPITAL)

Acuity System

During the 2007 Metro contract negotiations, the parties agreed to develop a Metro-wide committee to identify the best practices around an acuity system and identify key measures that will be utilized to determine successful implementation. The selection of members to this committee will be made jointly between the parties and the work of this committee will be completed by June 1, 2008. Thereafter, each hospital will commence implementation of the acuity system and complete the implementation no later than May 31, 2010.

ALLINA HOSPITALS

By SIGNED  
Renee Raming  
Vice President, Labor Relations

By SIGNED  
Terry Graner  
Vice President, Patient Care Services

MINNESOTA NURSES ASSOCIATION

By SIGNED  
Susan Mason  
Labor Relations Specialist

By SIGNED  
Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

By SIGNED  
Robert Pandiscio, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

LETTER OF UNDERSTANDING  
between  
Abbott Northwestern Hospital / Phillips Eye Institute  
and  
Minnesota Nurses Association  
Patient Flow Programs

1. We are committed to a minimum of four FTEs dedicated to assist with admission, discharge, and transfer of patients. Evaluation of the roles will take place in the Labor Management Committee meetings.
2. Within the first year (2004) of the contract, the Labor Management Committee (LMC) will develop a process and review unit-specific acuity to include Admission/Discharge/Transfer (ADT) index, review, and reallocate as necessary.
3. Retain and expand capacity pager system to those units identified by the LMC.

ALLINA HEALTH SYSTEM

SIGNED

Richard Pettingill  
CEO / Chair of Labor Policy Committee

Dated:

MINNESOTA NURSES ASSOCIATION

SIGNED

Susan A. Mason, RN  
Staff Specialist, Labor Relations

Dated:

SIGNED

Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

Carrie Mortrud, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

Deb Wood, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

LETTER OF UNDERSTANDING  
between  
Abbott Northwestern Hospital / Phillips Eye Institute  
and  
Minnesota Nurses Association

HAZMAT Education

During negotiations for the 2007 contract, the Hospital and MNA agreed that the Hospital would offer HAZMAT education and pay a bonus of \$400.00 annually to the nurses who meet and maintain the following criteria:

1. Completion of initial twenty-four (24) hour HAZMAT education through Abbott Northwestern Hospital.
2. Completion of eight- (8) hour annual renewal HAZMAT education through Abbott Northwestern Hospital.
3. Attend bi-annual HAZMAT drills.
4. Attend a minimum of fifty percent (50%) of the monthly HAZMAT meetings.

The cost of the training program will be paid by the Hospital. Nurses will be paid straight time for HAZMAT meetings and HAZMAT drills. This shall be considered as one (1) of the two (2) certifications referenced in Section "Salary," subsection Pay for Certification.

ALLINA HOSPITALS

By SIGNED  
Renee Raming  
Vice President, Labor Relations

By SIGNED  
Terry Graner  
Vice President, Patient Care Services

MINNESOTA NURSES ASSOCIATION

By SIGNED  
Susan Mason  
Labor Relations Specialist

By SIGNED  
Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

By SIGNED  
Robert Pandiscio, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI



AGREEMENT BETWEEN  
ALLINA HOSPITALS and CLINICS AND MINNESOTA NURSES ASSOCIATION  
REGARDING PAYMENT FOR ATTENDANCE  
AT MEETINGS FOR MINNESOTA NURSES ASSOCIATION  
CHAIRPERSONS, LOCAL UNION STEWARDS (REPRESENTATIVES),  
AND DESIGNATED BARGAINING UNIT MEMBERS

Participation of elected Minnesota Nurses Association (MNA) chairpersons, local unit stewards, and bargaining unit members designated by MNA Chairs on committees as part of the Allina Labor Management Vision and Partnership is valued by both parties. This agreement regarding payment for that work is consistent with recognizing the value of this work. The intent of the agreement is to improve participation of MNA representatives in labor management work. Any modifications to the agreement will be jointly developed.

1. The metro and regional hospitals have agreed to paid time for the following meetings (see attached).
2. The metro and regional hospitals will establish a designated amount of time in the budget for Labor Management meetings and work, per facility, in addition to the system Labor Management meetings.
3. Attendance at all designated meetings will be considered part of the work agreement. However, part-time staff may voluntarily agree to a meeting in addition to their work agreement.
4. Travel time to and from facilities for attendance at meetings will be paid for as follows for regional to metro location, metro to regional location, and regional to regional location travel:
  - A. If travel and attendance is equal to or less than the number of hours a nurse is normally scheduled, the nurse will be paid at the regular hourly rate of pay. If travel and attendance at the meeting is in excess of the total number of hours a nurse is normally scheduled, the hours are paid at the overtime rate.
5. Travel mileage for attendance at meetings is defined as any travel greater than to and from the primary work site. Mileage for travel will be reimbursed at the facility level.
6. If a nurse agrees to attend a meeting on a day off, that nurse will be paid a minimum of three (3) hours or actual meeting time if longer than three (3) hours.
7. For partial day meetings scheduled as part of the work agreement, the nurse will remain whole. The nurse and the manager will discuss the feasibility of working before or after the meeting. The nurse may choose to use labor management hours, on-call, voluntary leave, or vacation time. Those nurses who normally work greater than eight (8) hours a day will be kept whole through the above options.

8. Those nurses who work evenings or nights will be replaced on the schedule so that the nurse can attend the meeting. In the event that the nurse may have to be replaced more than one shift to attend the meeting and they are unable to make scheduling adjustments or attain hours through #7 above, the nurse will be kept whole.
9. Cancellation of meetings will be managed in the following way:
  - A. If a meeting is canceled with seven (7) or more days' notice and the meeting time is part of the nurse's FTE, the nurse will work on a mutually agreeable shift on the day of the scheduled meeting or use labor management time, vacation, or time off without pay with the agreement of the manager.
  - B. If a meeting is canceled with less than seven (7) days' notice, the nurse and the manager will work toward a mutually agreeable resolution to keep the nurse whole. If they are unable to arrive at a mutually agreeable solution, the nurse will be paid for the lost hours.

Designated Meetings as of 2006

Metro Hospitals:

1. Insurance
2. VEBA
3. Council of Representatives
4. Commodities / Standardization
5. Allina Clinical Nursing Practice Council
6. All other Metro and locally established Labor-Management Committees/Task Forces

ALLINA HOSPITALS

By            SIGNED  
 Renee Raming  
 Vice President, Labor Relations

By            SIGNED  
 Terry Graner  
 Vice President, Patient Care Services

MINNESOTA NURSES ASSOCIATION

By            SIGNED  
 Susan Mason  
 Labor Relations Specialist

By            SIGNED  
 Diane Johnson, RN, MNA Chairperson  
 Abbott Northwestern Hospital / PEI

By            SIGNED  
 Robert Pandiscio, RN  
 MNA Chairperson  
 Abbott Northwestern Hospital / PEI

AGREEMENT

between

Minnesota Nurses Association and  
Abbott Northwestern Hospital / Phillips Eye Institute

CASE MANAGEMENT-DIABETES EDUCATORS-WOUND CLINICIANS-CERTAIN  
CLINICIANS AT THE MINNEAPOLIS HEART INSTITUTE

1. The position of Case Management/Care Coordinator, Diabetes Educators, Lactation Nurses, Wound Clinicians, and certain clinicians at the Minneapolis Heart Institute Clinic will be included in the Minnesota Nurses Association bargaining unit at Abbott Northwestern Hospital and Phillips Eye Institute.
2. The terms and conditions of employment of each of the identified groups above shall be determined by mutual agreement between the Minnesota Nurses Association on behalf of the nurses and Abbott Northwestern Hospital/Phillips Eye Institute. No change in terms and conditions of employment shall occur without complete agreement of the parties.

ABBOTT NORTHWESTERN HOSPITAL  
PHILLIPS EYE INSTITUTE

MINNESOTA NURSES ASSOCIATION

By: \_\_\_\_\_ SIGNED \_\_\_\_\_  
Terry Graner  
Vice President, Patient Care Services

By: \_\_\_\_\_ SIGNED \_\_\_\_\_  
Susan Mason  
Labor Relations Specialist

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Minnesota Nurses Association  
1625 Energy Park Drive #200 St. Paul,  
MN 55108  
651-414-2800 / 800-536-4662  
FAX: 651-695-7000

E-mail: [mnnurses@mnnurses.org](mailto:mnnurses@mnnurses.org) Web: [www.mnnurses.org](http://www.mnnurses.org)

February 15, 2007

Ms. Nancy Gerber  
Director, Human Resources Abbott  
Northwestern Hospital 800 East 28th Street  
Minneapolis, MN. 55407-3731

Dear Nancy:

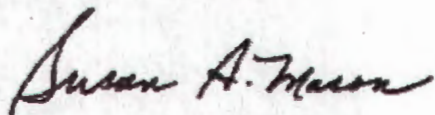
This letter serves as an Addendum to the 2004-2007 Contract Agreement between Abbott Northwestern Hospital/Phillips Eye Institute and the Minnesota Nurses Association (MNA). This is the final agreement relating to the addition of the Diabetes Nurse Clinicians and Wound Care Nurse Clinicians to the employees represented by MNA under Section 1, "Recognition."

1. All Diabetes Nurse Clinicians and Wound Care Nurse Clinicians be considered for purposes of salary at the rate of 6% above the AD, BSN/BAN, or Masters rate, whichever is applicable, and the salary steps that have been agreed upon January 22, 2007 (attached).
2. That Diabetes Nurse Clinicians and Wound Care Nurse Clinicians will be eligible for retroactive pay from September 1, 2006, to the date of the permanent change in salary.
3. That Diabetes Nurse Clinicians and Wound Care Nurse Clinicians will be eligible for retroactive length of service (credit for step increases) and seniority credit from September 1, 2006.
4. That Diabetes Nurse Clinicians and Wound Care Nurse Clinicians will be participants of the Minnesota Nurses Association/Twin City Hospitals Pension Plan as of January 1, 2007.
5. That Diabetes Nurse Clinicians and Wound Care Nurse Clinicians will use the Kronos system and be eligible for payment at the regular rate of pay for all hours worked.
6. That Diabetes Nurse Clinicians and Wound Care Nurse Clinicians will transfer to the benefits as outlined in the Minnesota Nurses Association/Abbott Northwestern Hospital/Phillips Eye Institute contract agreement by March 1, 2007.
7. That Diabetes Nurse Clinicians and Wound Care Nurse Clinicians will have PTO transferred to vacation hours by March 1, 2007. In addition, they will be eligible for vacation eligibility at the four week rate, which is consistent with the current value of their PTO eligibility.

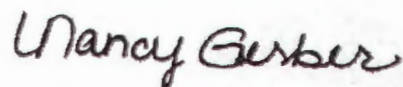
Ms. Nancy Gerber  
Page 2  
February 15, 2007

8. Any nurse with frozen sick leave will have that bank activated into their newly- established sick leave bank by March 1, 2007.
9. That all nurses will receive new work agreements confirming salary and credit for experience.
10. Scheduling and staffing arrangements will continue as they are unless there is mutual agreement between the Association, the nurses, and the hospital to change those arrangements.

Sincerely,



Susan Mason  
Staff Specialist, Labor Relations  
Minnesota Nurses Association



Nancy Gerber  
Director, Human Resources  
Abbott Northwestern Hospital

cc: Nurse Clinicians in Diabetes and Wound  
Care MNA Chairpersons

AGREEMENT  
between  
MINNESOTA NURSES ASSOCIATION  
and  
ABBOTT NORTHWESTERN HOSPITAL / PHILLIPS EYE INSTITUTE

Virginia Piper Cancer Institute (VPCI) Clinic Nurse Clinicians and  
Mental Health Partial Hospital Nurses

1. The nurse clinician position in the Virginia Piper Cancer Institute Clinic and the Mental Health Partial Hospital Nurse position will be included in the Minnesota Nurses Association bargaining unit at Abbott Northwestern Hospital and Phillips Eye Institute.
2. A mutual agreement regarding the terms and conditions of employment of each of the identified groups above has been reached between the Minnesota Nurses Association on behalf of the nurses and Abbott Northwestern Hospital / Phillips Eye Institute. No change in terms and conditions of employment shall occur without complete agreement of the parties.

ABBOTT NORTHWESTERN HOSPITAL  
PHILLIPS EYE INSTITUTE

By: SIGNED  
Terry Graner  
Vice President, Patient Care Services

Dated:

MINNESOTA NURSES ASSOCIATION

By: SIGNED  
Susan Mason  
Labor Relations Specialist

Dated:

LETTER OF UNDERSTANDING  
between  
Minnesota Nurses Association and  
Abbott Northwestern Hospital / Phillips Eye Institute

REGISTERED NURSES IN THE PROCEDURE AND PREP AND RECOVERY AREAS  
ENDOSCOPY DEPARTMENT

1. Endoscopy registered nurses will continue with the current hours of operation until staffing permits to expand the hours (7:00 a.m. – 7:00 p.m.).
2. All Endoscopy nurses (including ACNMs) will arrange for scheduling of the on-call schedule with the unit maintaining the same number of nurses as is on-call currently. No registered nurse will be required to work more on-call than is currently in place as of the date of this agreement. This agreement includes the provisions outlined in Section 5, "On-Call Duty."
3. The employer will agree to post 11:00 a.m. and 2:00 p.m. start times in the future. 11:00 a.m. Start times posted, but current hours of operation do not support a 2:00 p.m. start time.
4. Prep and Recovery nurses will retain the option for one year to work in the Infusion area. If there are Infusion work / positions above the 4.4 FTE, the Prep and Recovery nurse will be offered the work / hours.
5. Changes in the future from eight-hour shifts would be voluntary, as specified in the labor agreement, unless the employer decides to hire into other than eight-hour shifts, which is permitted in the labor agreement. All flexible schedule agreement positions or conversions to ten or 12 hour will be reviewed and mutually agreed upon in MNA Labor Management. Ten- or 12-hour shifts and positions will not affect any nurse's eligibility for Shift of Choice or early start times.
6. Prep and Recovery nurses would continue with only "short call" until 8:00 p.m., with Saturday and Sunday scheduling as it currently exists.
7. Helping Hands work would occur only during low census in the Endoscopy area.
8. The ACNMs will take patient assignments frequently enough to maintain competency in their respective areas to cover weekend and call rotations. The ACNMs will not be required to cross-train to the opposite area, either Procedural or Prep and Recovery.
9. Changes in the staffing and hiring practices are as follows: Nurses defined as rotating between Prep and Recovery and Procedures (Blender) will have the following three options:
  - A. Current nurses will have the option of declaring (if desired) their work area of Prep and Recovery or Procedures and maintain their current FTE, shift.

- B. Current nurses may choose to rotate between the Prep and Recovery and Procedure areas (Blender position).
- C. Newly-hired nurses will be hired with one of three options:
  - i. Prep and Recovery
  - ii. Procedures
  - iii. Rotating between Prep and Recovery and Procedures (Blender)
- D. On-call assignments for nurses electing rotation between Prep and Recovery and Procedures will be 50% in each area and will be in accordance with #2 above.
- E. Scheduling for nurses electing rotation between Prep and Recovery and Procedures (Blender) will be a maximum of 60% in Procedures and a minimum of 40% in Prep and Recovery in a four-week schedule.
- F. Current rotating nurses that elect assignment to either Prep and Recovery or Procedures will transition based on the available open positions for their requested area and when orientation is completed for their replacement.
- G. Based on this agreement and the choice to change current areas of work, on-call rotation and the amount of on-call will be maintained as of the date of this agreement.
- H. New work agreements will be signed for all staff in Endoscopy, confirming their choice of work area - Prep / Recovery, Procedures, or rotating between both - FTE, shift assignment, on-call, and weekend requirements, if any.

ALLINA HOSPITALS

SIGNED

By  
Nancy Gerber, Senior HR Generalist

SIGNED

By  
Terry Graner  
Vice President, Patient Care Services

MINNESOTA NURSES ASSOCIATION

SIGNED

By  
Susan Mason, Labor Relations Specialist

SIGNED

By  
Diane Johnson, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI

SIGNED

By  
Robert Pandiscio, RN, MNA Chairperson  
Abbott Northwestern Hospital / PEI



LOU MNA ANW/PEI #16  
Effective Date: November 26, 2007  
Expiration Date: Ongoing

LETTER OF UNDERSTANDING  
between  
Minnesota Nurses Association and  
Abbott Northwestern Hospital / Phillips Eye Institute  
Special Care Nursery Weekend Work Agreement

The parties have agreed that registered nurses working in the Special Care Nursery at Abbott Northwestern Hospital will be entitled to work no more than every fourth weekend in the Special Care Nursery.

This is an ongoing Letter of Understanding that applies to this clinical area as a result of special circumstances.

MINNESOTA NURSES ASSOCIATION

ABBOTT NORTHWESTERN HOSPITAL

SIGNED

SIGNED

Susan A. Mason  
Labor Relations Specialist

Nancy Gerber  
Senior Generalist, Human Resources

**Letter of Understanding  
 between  
 Minnesota Nurses Association  
 and  
 Allina Hospitals and Clinics**

May 1, 2009

As part of the ongoing discussions regarding the development of a standardized nursing orientation program, the parties have agreed to the following:

- A. All time spent in travel will be paid at the nurse's base rate of pay, excluding any premiums, bonuses, or other special pays, but including mileage and parking, if applicable.
- B. All time spent in travel will not be considered time worked for purposes of calculating overtime payments.
- C. If weather warnings or advisories occur while traveling, overnight stays will be reimbursed, including meals.
- D. It is expressly agreed that the payment of travel time is for time spent going to and from centralized orientation. All other time spent in travel by nurses will be in accordance with the appropriate Allina policy or collective bargaining agreement.

**Travel Time To/From Standardized Orientation Hubs**

<b>From</b>	<b>To</b>	<b>Time</b>
Abbott / Commons	Mercy – Unity	30 minutes
Abbott	Shakopee	30 minutes
Buffalo	Abbott / Commons	1 hour
Buffalo	Mercy – Unity	45 minutes
Buffalo	Shakopee	1 hour
Cambridge	Abbott / Commons	1 hour
Cambridge	Mercy – Unity	45 minutes
New Ulm	Abbott / Commons / United	2 hours
New Ulm	Shakopee	1 hour 30 minutes
Owatonna	Abbott / Commons / United	1 hour 15 minutes
Owatonna	Shakopee	1 hour
Owatonna	United	1 hour 15 minutes
Shakopee	Mercy – Unity	45 minutes
United	Mercy – Unity	35 minutes
Mercy – Unity	Shakopee	45 minutes
Unity - Mercy	Abbott	30 minutes

**ALLINA HEALTH SYSTEM**

  
\_\_\_\_\_  
Timothy Kohls  
Director, Labor Relations

  
\_\_\_\_\_  
Timothy Caskey  
Labor Relations Consultant

**MINNESOTA NURSES ASSOCIATION**

SIGNED

\_\_\_\_\_  
Susan Mason  
Labor Relations Specialist

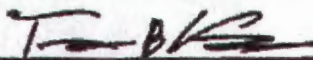
SIGNED

\_\_\_\_\_  
Elayne Best  
Labor Relations Specialist

SIGNED

\_\_\_\_\_  
Matthew LaBo  
Labor Relations Specialist

**ALLINA HEALTH SYSTEM**

  
\_\_\_\_\_  
Timothy Kohls  
Director, Labor Relations

  
\_\_\_\_\_  
Timothy Caskey  
Labor Relations Consultant

**MINNESOTA NURSES ASSOCIATION**

SIGNED

\_\_\_\_\_  
Susan Mason  
Labor Relations Specialist

SIGNED

\_\_\_\_\_  
Elayne Best  
Labor Relations Specialist

SIGNED

\_\_\_\_\_  
Matthew LaBo  
Labor Relations Specialist

LETTER OF UNDERSTANDING

between

Minnesota Nurses Association

(Abbott Northwestern Hospital, Buffalo Hospital, Cambridge Medical Center, Mercy Hospital, New Ulm Medical Center, Owatonna Hospital (RNs), Owatonna Hospital (LPNs), Phillips Eye Institute, River Falls Hospital (RNs), River Falls Hospital (LPNs), St. Francis Regional Medical Center, United Hospital, Unity Hospital)

and

Allina Hospitals and Clinics

Subject: Community- or Region-Wide Emergency Response

The purpose and intent of this Agreement between the Minnesota Nurses Association (MNA) and Allina Hospitals and Clinics (Allina) is to provide a consistent framework and processes for response, staffing, and other related terms and conditions of employment in an Emergency Response event for MNA bargaining unit members at all Allina facilities.

For purposes of this document, an Emergency Response situation is a community- or region-wide event that anticipates a rapid and/or prolonged influx of patients which cannot be handled with available staff. It does not include weather-related situations that may affect staffing such as a blizzard, unless such weather-related situation anticipates a rapid and/or prolonged influx of patients or requires evacuation of patients.

In implementing an Emergency Response process, it is explicitly agreed that the health and safety of employees is a priority. To that end, Allina will provide adequate and appropriate Personal Protective Equipment (P.P.E.), training, and rest breaks as required with use of P.P.E. to its employees. Further, the employee will not be requested or permitted to work without P.P.E. when such use is indicated. This Agreement applies to all members of the MNA Bargaining Unit at all Allina facilities. Wherever the term "registered nurse" or "nurse" is used, it applies equally to non-RN members of an MNA Bargaining Unit.

1. The parties agree to establish a voluntary pool of registered nurses at each facility who agree to be a member of an Emergency Response Team which will report to duty on short notice to emergency response situations. Those employees would agree to:
  - A. Work twelve (12) hours on, twelve (12) hours off shifts during a 96-hour period of an emergency response situation. An additional 96-hour rotation may be added after the employee has had four (4) twelve- (12) hour shifts of rest.

- B. Have a "GO" kit to bring to or store at the hospital with sufficient clothing, toiletries, and personal medication to cover the above ninety-six (96) hour period.
  - C. Receive additional training on infection control, hazardous chemicals, harmful physical agents, use of P.P.E., and other necessary information.
  - D. Become a Resource nurse to other staff regarding B above, which may include assisting with training other staff as needed
  - E. A nurse who has not completed orientation, is on a leave of absence, or has work restrictions which do not permit working twelve- (12) hour shifts is not eligible to volunteer to be a member of the Emergency Response Team while these situations apply.
2. The nurses who agree to short notice response would be designated into teams; e.g., Team A, Team B, and so forth. The teams called in would supplement the staff already on duty.
3. Teams:
- A. Could include nurses from all areas of the hospital (General Team).
  - B. Could be specialized; e.g., ER, Triage, Decontamination, Critical Care, Burn, Hospice.
  - C. May be deployed away from their usual place of employment; e.g., a Convention Center or other hospitals within Allina or to another hospital system with the consent of the nurse.
  - D. The nurse would determine whether she/he will accept assignment to a specialized team and/or a general team.
4. The size of the teams should be consistent with the number of extra staff needed. For example, if you need to have 25 extra staff nurses at level X of an emergency, that would determine the base number for a single general team.
- A. As the need for the number of nurses increases, it would result in more teams being called in at one time.
  - B. The base number for a team should be at least 25%-50% higher than the number of nurses actually needed because some of the nurses on a team may already be at work, on vacation, sick leave, or otherwise unreachable.
  - C. The number of teams called in would be related to the magnitude and type of emergency:
    - 1. The first team(s) called in would be expected to work 12 hours and would be replaced with the second team(s) at the completion of that 12 hours.
    - 2. The initial team(s) would be directed to return in 12 hours and so forth until 96 hours, at which time they would be relieved for at least 96 hours.
    - 3. The start of the emergency may not correspond to a set time of day such as 7:00 a.m. to 7:00 p.m., so the 12-hour shift might be 1:00 a.m. to 1:00 p.m., depending on the Incident Action Plan.
    - 4. The nurse will be given the option of staying on site when not on duty. The employer will provide for secure sleeping areas at no cost to the nurse.
    - 5. At the conclusion of the ninety-six (96) hour initial or extended response period, the nurse will be allowed twenty-four (24) to forty-eight (48) hours off before reintegrating into the nurse's regular schedule as posted. The nurse will determine the amount of time off, up to the forty-eight (48) hour maximum.

5. Other Terms and Conditions of Employment for the Response Team Members:
  - A. The overtime status of the nurse (e.g., 8/80 or 40) would remain unchanged as a result of working twelve- (12) hour shifts.
  - B. The nurse will be paid at her/his rate of pay as established in the MNA Contract, including all premium pay (e.g., holiday, differentials, bonuses, and overtime, if applicable).
  - C. When a response team is called in, the nurse will be guaranteed 12 hours of pay, even if the call in is cancelled or the emergency is of short duration.
  - D. The employer would reimburse the nurse for extraordinary out-of-pocket expenses incurred that would not normally occur but for the emergency situation, based on criteria which will be jointly developed by Allina and MNA.
  - E. Team members may be deployed to areas of the hospital where they are qualified to work, but which may not be the nurse's usual unit.
  - F. If Emergency Response Teams are called in, there will be a concurrent switch to a modified, abbreviated, charting process.
  - G. All training will be on paid time.
  - H. The employer may not offer incentives for participation on Emergency Response Teams, but may provide a uniform.
  - I. Other recognition/reward which has been mutually agreed upon between Allina and MNA may be given to team members who have been called in.
  - J. The nurse may be requested to forgo travel or vacation plans in advance of an event; however, the nurse may not be required to do so.
6. Unless otherwise modified in this document, all provisions of the existing Contract between an Allina facility and the MNA are fully applicable.
7. The following agreements apply to all members of the MNA Bargaining Unit:
  - A. In the event the payroll system (KRONOS) is not functioning, a nurse will be paid based on the hours worked/paid in the previous pay period. The difference in hours will be reconciled at a time when it is possible to do so.
  - B. Allina will develop an alternative method for recording hours of work to be used when it is not possible to use KRONOS.
  - C. A plan will be developed and shared with MNA that assures the availability of adequate and appropriate PPE.
  - D. In the event of an Emergency Response situation, all staff may be directed to report to a secure off-site location. Transportation to and from that location will be provided by the employer at no cost to the member.
  - E. Allina agrees to provide a statement for the nurse that indicates the hospital/Allina will indemnify and hold harmless (from liability and prosecution and defense) a nurse who is subject to civil and/or criminal action as a result of providing care in an emergency as long as the acts are within the course and scope of employment, the nurse acted in good faith, and, in the case of a criminal action, the nurse did not have reasonable cause to believe that the involved conduct was unlawful.
  - F. Allina and MNA will jointly develop a definition of essential nursing care to be provided in an Emergency Response situation by January 1, 2009. This definition will include which tasks may be delegated under specific Emergency Response situations.
  - G. Workers' compensation benefits are applicable.
  - H. Long-term disability insurance may be applicable to those otherwise eligible for coverage.

MINNESOTA NURSES ASSOCIATION

ALLINA HOSPITALS & CLINICS

Elizabeth Shogren 8/11/08  
Elizabeth Shogren  
Labor Education, Occupation Health &  
Safety Specialist

Timothy J. Caskey 8/11/08  
Timothy J. Caskey  
Labor Relations Consultant

Susan A. Mason 8/12/08  
Susan Mason  
Labor Relations Specialist

Elayne Best 8/13/08  
Elayne Best  
Labor Relations Specialist

Matt LaBo 8/25/08  
Matt LaBo  
Labor Relations Specialist

COUNCIL OF CHAIRPERSONS

Abbott Northwestern Hospital  
Phillips Eye Institute

Terry Granger 9/3/08  
Terry Granger  
VP Pt Care Svcs - ANW

Sharon A. Henry 9/19/08  
Sharon Henry  
Dir Pt Care Svcs - PEI

Dianne Corrine Johnson RN 9/5/08  
Dianne Corrine Johnson  
ANW/PEI Co-Chair

Robert Papilko 9/2/08  
Robert Papilko  
ANW/PEI Co-Chair

Buffalo Hospital

Gretchen Frederick 8/1/08  
Gretchen Frederick  
Dir Pt Care Svcs

Deb Kosciolok 8/1/08  
Deb Kosciolok  
BUFF Chair

Cambridge Medical Center

Roberta Ballot 9-23-08  
Roberta Ballot Date  
Administrator Pt Care Svcs

Leanne Reichel 9-23-08  
Leanne Reichel Date  
CAM Co-Chair

Marcia Whitman 9-23-08  
Marcia Whitman Date  
CAM Co-Chair

Mercy Hospital

Cheryl Vogt 9/30/08  
Cheryl Vogt Date  
VP Pt Care Svcs

Lisa Ann Uhr 9/30/08  
Lisa Ann Uhr Date  
MCY Chair

AnnMarie DeMarais 10-6-08  
AnnMarie DeMarais Date  
MCY Co-Chair

New Ulm Medical Center

Dennis J Salter 11/4/08  
Dennis J Salter Date  
Dir Pt Care Svcs

Connie Grams 11/5/08  
Connie Grams Date  
NU Chair

Lisa Owens 11/5/08  
Lisa Owens Date  
NU Co-Chair

Owatonna Hospital

Patricia Angelucci 11-14-08  
Patricia Angelucci Date  
Dir Pt Care Svcs

Susan Bishop LPN 12-11-01  
Susan Bishop Date  
OWA Co-Chair LPN



Wendy M. Clasen <sup>RN</sup> 12/10/08  
Date  
Wendy Clasen  
OWA Co-Chair RN  
Rose Randall 12-10-08  
Date  
Rose Randall  
OWA Co-Chair LPN

Aileen Motz  
Date  
Aileen Motz  
OWA Co-Chair RN

River Falls Area Hospital

Jane M. Peterson 12/27/08  
Date  
Jane M. Peterson  
Dir Pt Care Svcs

Julie Schoringer 10-27-08  
Date  
Julie Schoringer  
RF Chair

Amy Fryba 10-28-08  
Date  
Amy Fryba  
RF Co-Chair

St Francis Regional Medical Center

Deb Ryan 12/29/08  
Date  
Deb Ryan  
VP Nursing

Pam Solberg 11/15/09  
Date  
Pam Solberg  
STF Co-Chair

Cheryl Dikmen 12/29/08  
Date  
Cheryl Dikmen  
STF Co-Chair

United Hospital

Sue Penque 9-1-08  
Date  
Sue Penque  
VP Pt Care Svcs

Marie Stuewe 9-17-08  
Date  
Marie Stuewe  
UHI Co-Chair

Linda Slattengren 9-17-08  
Date  
Linda Slattengren  
UHI Co-Chair

Unity Hospital

Jillie Lapensky  
Date  
Jillie Lapensky  
VP Pt Care Svcs

Norma Doty 1-28-09  
Date  
Norma Doty  
UTY Co-Chair

Gail Olson  
Date  
Gail Olson  
UTY Co-Chair

Robbie Stiefel  
Date  
Robbie Stiefel  
UTY Co-Chair

Labor Relations  
Mailing Address:  
Mail Route 10705  
P.O. Box 43  
Minneapolis, MN 55440-0043  
www.allina.com

December 7, 2006

Ms. Susan Mason  
Staff Specialist, Labor Relations  
Minnesota Nurses Association  
Suite 200  
1625 Energy Park Drive  
St. Paul, MN 55108



Sent via U.S. Mail and e-mail

**RE: Pre-tax reimbursement fund forfeitures - revised**

Dear Susan:

As you are aware, we have been discussing an appropriate method for complying with the provision of the collective bargaining agreements for Abbott Northwestern Hospital, Mercy Hospital, United Hospital, Phillips Eye Institute, Cambridge Medical Center and Medformation related to the use of forfeitures attributable to the MNA members under the Flexible Benefit Program. This provision states:

One hundred twenty (120) days following the annual anniversary date of the Hospital's Pre-Tax Income Program year, all designated but not expended money of bargaining unit nurses shall be placed in a Hospital fund to be used to provide education or other benefits to Hospital employees.

Previously, we outlined several options for complying with this provision. You have indicated that the MNA prefers the option in which separate education funds are established for each hospital. You have also stated that the MNA wishes to participate in the decision making process as to the use of the funds.

Based upon your requests, Allina Hospitals and Clinics, on behalf of Abbott Northwestern Hospital, Mercy Hospital, United Hospital, Phillips Eye Institute, Cambridge Medical Center and Medformation, agrees to the following process:

- Allina will establish separate educational funds for each of the above-identified facilities; except that the Abbott Northwestern Hospital and Phillips Eye Institute funds shall be combined.
- Prior to May 1<sup>st</sup> of each year, Allina will contribute to each fund an amount equivalent to the forfeitures under the Flexible Benefit Program attributable to the MNA Members at that location.

An Equal Opportunity Employer

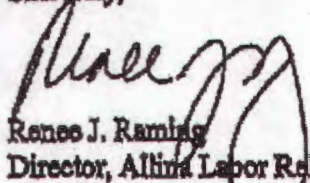
RE: Pre-tax reimbursement fund forfeitures  
Page 2

- The educational funds are to be used for educational programs that are of interest to nurses and other employees.
- The Labor Management Committee for each location will have the authority to administer the education funds.

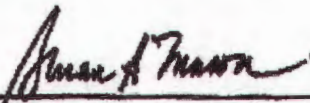
As you are aware, we have been holding funds for the past few years until we could reach agreement on an appropriate process. Attached is a document that identifies the amounts from the prior years by location and year.

If you are in agreement with the process outlined above, please sign this letter and return a copy to me. Once I receive the signed letter, Allina will establish the educational funds with contributions in the amounts indicated on the attachment. I will notify the site HR people and assume you will notify the appropriate chairs as to this newly implemented process. Thank you for your assistance in resolving this issue.

Sincerely,

  
Renee J. Raming  
Director, Allina Labor Relations

Attachment

 12/12/06  
\_\_\_\_\_  
Susan Mason  
Staff Specialist, Labor Relations  
Minnesota Nurses Association

Date: \_\_\_\_\_

cc: Nancy Gerber (via e-mail)  
Jim McGlade (via e-mail)  
Kristyn Mullin (via e-mail)  
Nancy Watson (via e-mail)  
Lisa Schwartz (via e-mail)  
Tony Sworsky (via e-mail)

**LETTER OF UNDERSTANDING**

between

Allina Hospitals & Clinics d/b/a Abbott Northwestern Hospital  
Allina Hospitals & Clinics d/b/a Phillips Eye Institute  
and  
Minnesota Nurses Association

SUBJECT: Recognition of LPN or Other Non-RN Experience

Abbott Northwestern Hospital and the Minnesota Nurses Association are parties to a collective bargaining unit covering registered nurses at the Hospital. Section 4.C of that bargaining agreement provides credit for certain non-RN experience for purposes of initial placement on the wage scale upon a nurse's hire into the bargaining agreement. The parties hereby agree to modify Section 4.C to provide as follows:

A licensed practical nurse or other employee who completes the educational and licensure requirements and becomes a registered nurse and who continues employment at the same hospital or at a contracting hospital controlled by the same corporate body, but within this bargaining unit, shall maintain earned sick leave and vacation benefits. In addition, such employee shall commence receiving vacation as a registered nurse which shall equal the level of vacation received in the prior position. Satisfaction of any waiting periods for eligibility for coverage under the insurance programs provided by this Contract shall be based upon total length of employment at said hospital(s). Seniority, for the purposes of Section "Temporary Staffing Adjustments," shall begin to accrue as of the date the employee commences employment as a registered nurse.

For salary purposes, a licensed practical nurse (LPN) will receive partial credit for previous work as a LPN in an acute care, long term, or transitional care facility. The credit given is 75% for all hours worked as an LPN within Allina and 50% for all hours worked as an LPN in non-Allina facilities.

For salary purposes, a certified surgical technician who will be moving directly to a position as a registered nurse in the operating room will receive partial credit for previous work as a certified surgical technician in an acute care operating room. The credit given is 75% for all hours worked as a certified surgical technician in an Allina acute care operating room and 50% for all hours worked as a certified surgical technician in a non-Allina acute care operating room.

The maximum salary credit given to LPN or certified surgical technician applicants is seven years on the RN salary scale, however, an applicant will not receive more than five years of credit for experience outside of Allina.

The modifications made to Section 4.C through this Letter of Understanding will apply prospectively only.

AGREED TO:

**ABBOTT NORTHWESTERN  
HOSPITAL**

By Jerry Graven  
Its Vice President  
Dated 7/26/12

**MINNESOTA NURSES ASSOCIATION**

By [Signature]  
Its Minnesota Nurses Assoc  
Dated 7/25/12


**PHILLIPS EYE INSTITUTE**

By Marge Watry  
Its Director of Patient Care  
Dated 7-30-2012

**ALLINA LABOR RELATIONS**

By [Signature]  
Its Director, Labor Relations  
Dated 08-03-2012



  
 Allina Health  


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**ABBOTT  
 NORTHWESTERN  
 HOSPITAL**  
 LOU #20  
 ANW/MNA  
 Effective Date: July 1, 2014  
 Expiration Date: May 31, 2016

**LETTER OF UNDERSTANDING**

between

**ABBOTT NORTHWESTERN HOSPITAL /PHILLIPSEYE INSTITUTE**

and

MINNESOTA NURSES ASSOCIATION

SUBJECT: Shifts Less Than Eight Hours

Notwithstanding the provisions in Section 3 and Section 6 (H) of the collective bargaining agreement between Abbott Northwestern Hospital /Phillips Eye Institute and the Minnesota Nurses Association, as of July 1, 2014, the Hospital may establish a maximum of fifteen (15) less than 8 hour positions. These positions will be offered as Per Diem positions. All per diem nurses will be considered to be working a flexible schedule. The regular workday shall be defined as 8 hours or less than eight (8) hours. A strict "Over 40" overtime standard will apply. Overtime will only be paid on hours in excess of 40 hours in a workweek, not on hours over eight in a day or beyond his/her scheduled workday. Hours in excess of 40 will be paid at a time and one-half rate. Double time will not be applicable. The Letter of Understanding, "Payment of Overtime" will not apply.

These positions will be posted and filled in accordance with Section 16.C ("Posting and Filling of Positions"). If the decision is made to discontinue the positions, the incumbent nurse(s) will remain in the position until such time they voluntarily bid to another position.

Duration: This letter of understanding is in effect until May 31, 2016 and only applies to Abbott Northwestern Hospital and may be renewed thereafter by agreement of the parties.

AGREED TO:

ABBOTT NORTHWESTERN HOSPITAL

MINNESOTA NURSES ASSOCIATION

By *Tony Chaner*

By *Susan Mason*

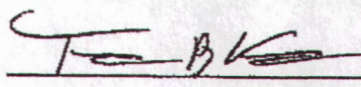
Its *VP Patient Care*

Its *Minnesota Nurses Association*

Dated *7-15-14*

Dated *7-15-14*

**ALLINA LABOR RELATIONS**

By 

Its Director, Labor Relations

Dated 07-30-2014



MANDATORY EDUCATION  
LETTER OF UNDERSTANDING  
Abbott Northwestern Hospital

Effective: September 2015

Expiration: None

The following was reached as an agreement between Abbott Northwestern Hospital (the Employer) and the Minnesota Nurses Association (MNA), as an established process for the purpose of providing mandatory education to the Abbott Northwestern Hospital bargaining unit Registered Nurses (RNs).

It is inclusive of all mandatory education required by the RNs, including Excellian training, and/or quarterly self-learning packets. It is the interest of the employer and MNA to present education on a quarterly basis as a bundle. This agreement excludes required scheduling for hospital required certification/reeducation such as BLS, ACLS, etc.

All mandatory education will be vetted through the joint interpretation committee for purposes of input on content and the agreement on the appropriate venue to offer the education (i.e. SABA, instructor led, or paper packet).

Each nurse will be enrolled for the designated mandatory education / learning. Nurses will receive notification of the upcoming education, completion deadlines and instructions in their mail box notifying them of the mandatory education and instructions for accessing SABA (if education is on the computer system).

**Compensation and Scheduling**

Each nurse will be expected to complete mandatory education above their scheduled FTE either on a day off or adjacent to a work shift at the nurse's preference. The nurse will be compensated at the regular, overtime, or double time rate, as applicable, for the time designated by the mandatory education timing agreement. Nurses may complete mandatory education during any voluntary or mandatory low need days if they choose, and will retain low need credit as applicable. **Note: holidays are not an option for completing mandatory education.**

If the nurse elects to change their scheduling of mandatory education to be scheduled within their FTE, the nurse will notify the management designee by the deadline provided in the quarterly email instructions. The election to change will not take effect until the next quarter's education. Such election will remain in effect until further notification.

The deadline for completion of mandatory education is established at eight (8) weeks following the release date. Nurses who have not completed the mandatory education will be reminded 7 days prior to this deadline. Failure to complete the mandatory education prior to the eight week deadline will result in the following:

- The nurse will be placed on administrative leave until the earlier of the next scheduled shift or the date the mandatory education is completed;
- If the mandatory education is not completed prior to the next scheduled shift, the nurse will be required



to report for the next scheduled shift and complete the mandatory education, in which case the 4 hour reporting pay provision will not apply or be paid; and

- Failure to complete the mandatory education on or before the next scheduled shift will result in disciplinary action.

In the event the staff nurse is pulled to patient care (i.e. high census requiring the nurse to work on the unit) from any scheduled education event completed within the scheduled FTE, the nurse will be rescheduled within that eight (8) week timeframe.

Tracking of education will occur through SABA. Managers or designees are accountable to ensure all staff are current with mandatory education and other competencies. Contract language that addresses the availability of CEUs will be applicable.

Additional education will be offered as "enrichment" e-learning as available. These would be CEU approved, not mandatory and unpaid with completion of this independent education.

Scheduling and compensation of any emergent education, such as regulatory requirements, will be determined by mutual agreement of the parties.

**Abbott Northwestern Hospital and Phillips Eye Institute  
Mercy Hospital  
United Hospital  
Unity Hospital**

and

**Minnesota Nurses Association**

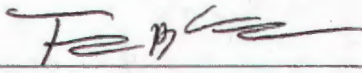
**SUBJECT: Health Insurance Committee**

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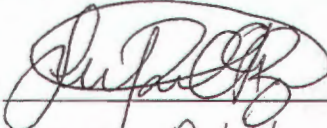
A Health Insurance Committee shall be created that will meet at least four (4) times per year. The purposes of this committee will be to review health insurance information, costs, benefit designs, administration issues, and trends. The committee shall have equal participation of management and labor, which shall have at a maximum twelve (12) members. The Union shall appoint MNA-represented nurses to this committee. By mutual agreement, the committee shall determine the length of the meeting which shall not exceed four (4) hours.

AGREED TO:

**ALLINA HEALTH**

By   
Its VP, Labor Relations  
Dated 02-01-2017

**MINNESOTA NURSES ASSOCIATION**

By   
Its Labor Relations Specialist  
Dated 1/18/17

**Abbott Northwestern Hospital and Phillips Eye Institute**

**and**

**Minnesota Nurses Association**

**SUBJECT: ED Security**

---

Abbott Northwestern, Mercy, United, and Unity hospitals will staff a security officer in the Emergency Department 24 hours per day. This security officer will not have primary responsibility for other areas of the hospitals and will not be on the house-wide Code Green team.

AGREED TO:

**ABBOTT NORTHWESTERN HOSPITAL  
PHILLIPS EYE INSTITUTE**

**MINNESOTA NURSES ASSOCIATION**

By Yared Mada  
Its VP Patient Care /CNO  
Dated 2/3/17

By [Signature]  
Its Labor Relations Specialist  
Dated 1/18/17

**ALLINA HEALTH LABOR RELATIONS**

By [Signature]  
Its VP Labor Relations  
Dated 02-01-2017

ANW/MNA

Effective Date: July 3, 2017

Expiration Date: May 31, 2019

LETTER OF UNDERSTANDING

between

Abbott Northwestern Hospital

and

Minnesota Nurses Association

Re: Orientation Facilitator Differential

A nurse who has applied for and been awarded an orientation facilitator position at Abbott Northwestern Hospital shall be paid a differential of 6 percent (6%) in addition to the nurse's regular hourly rate of pay for all paid hours.

The above differential will not be paid to nurses who assist the orientation facilitator or acts as an orientation facilitator on an intermittent basis.

AGREED TO:

ALLINA HEALTH

d/b/a Abbott Northwestern Hospital

By: Travis Mater  
Travis Mater

ALLINA HEALTH LABOR RELATIONS

By: Timothy Ewald  
Timothy Ewald

MINNESOTA NURSES ASSOCIATION

By: Francis Rojas  
Francis Rojas

LOU # \_\_\_\_\_  
PEI/MNA

Effective Date: March 13, 2018

End Date: May 31, 2019

**Phillips Eye Institute**

and

**Minnesota Nurses Association**

**SUBJECT: Bonus for Late Cases**

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**Bonus for Late Cases**

**PRE/POST OP**

1. RNs will continue to be scheduled for off-premise call from 6:30pm to 11 pm Monday-Friday. RNs will continue to be scheduled for off-premise call. 7am to 11 pm on Saturday, Sunday, and holidays. Scheduled off-premise call is in addition to the RN's hired FTE.
2. For emergency surgical procedures that require surgical intervention during the hours of 11pm to 7am the MD will call the designated administrative person who will make calls to the RNs who have said they would be willing to come in for procedures. The updated list will be updated at least quarterly and maintained in the unit.
3. The RNs who come in for the emergency surgical procedure or recovery cases (as required/needed for patient care), regardless of when scheduled, will be paid per the contract (Section 5 – on call duty) plus a \$300 bonus. The bonus will be paid in the following situations:
  - A. If the case starts after 11 pm.
  - B. If the case starts before 11 pm but the majority of the hours in the case occur after 11 pm.
  - C. For Pre-post, case time is defined as admission time to discharge/transfer time.

**SURGERY**

1. RNs will continue to be scheduled for off-premise call from 5pm to 11pm Monday-Friday. RNs will continue to be scheduled for off-premise call. 7am to 11pm on Saturday, Sunday, and holidays. Scheduled off-premise call is in addition to the RN's hired FTE.
2. For emergency surgical procedures that require surgical intervention during the hours of 11pm to 7am the MD will call the designated administrative person who will make calls to the RNs who have said they would be willing to come in for procedures. The updated list will be updated at least quarterly and maintained in the unit.
  - A. The RNs who come in for the surgical procedure, regardless of when scheduled, will be

paid per the contract (Section 5 – on call duty) plus a \$300 bonus. The bonus will be paid in the following situations:

- B. If the case starts after 11pm.
- C. If the case starts before 11pm but the majority of the hours in the case occur after 11pm.
- D. For the OR, case time is defined as "In OR" time to "Out of OR" time.

This Letter of Understanding will sunset on May 31, 2019.

AGREED TO:

PHILLIPS EYE INSTITUTE

By Margaret Watry

Its Director Patient Services

Dated 4-3-2018

MINNESOTA NURSES ASSOCIATION

By [Signature]

Its Labor Relations Specialist

Dated 4/2/18

ALLINA HEALTH LABOR RELATIONS

By [Signature]

Its VP, Labor Relations

Dated 04/09/2018

**LETTER OF UNDERSTANDING**

**between**

**Abbott Northwestern Hospital**

**and**

**Minnesota Nurses Association**

**SUBJECT: Personal Floating Holiday Use**

---

Abbott Northwestern Hospital and the Minnesota Nurses Association hereby agree to replace Sections 6.B and 8.A with substitute provisions as amended below:

**6. PART-TIME NURSES:**

**B. Part-Time Holidays:**

A part-time nurse who works on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, or the nurse's birthday will be paid, in addition to the regular rate of pay for the hours worked, one (1) hour of straight time pay for each hour worked on the holiday except for Christmas Eve and Christmas Day.

A regularly scheduled part-time nurse, as defined in this Agreement, shall also be provided with personal floating holiday hours each Contract year at a time mutually agreed upon between each individual nurse and the hospital. The amount of personal holiday hours will be as follows:

- 16 hours for nurses who work 8-hour or shorter shifts
- 20 hours for nurses who work 10-hour shifts or a combination of 8 and 12-hour shifts
- 24 hours for nurses who work 12-hour shifts

Personal holiday hours may only be used in blocks of four (4), eight (8), ten (10) hours, or twelve (12) hours. The nurse is responsible for using personal holidays on a year-to-year basis. Hours not used during the contract year will not be carried over to the next contract year.

\* \* \*

[The remainder of Section 6.B will stay unchanged.]

8. **HOLIDAYS FOR FULL-TIME NURSES:**

A. Paid Holidays:

Nurses will be granted the following six (6) holidays with pay: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. The holiday shall be determined to be the twenty-four (24) hour period commencing at 11:00 p.m. on the night shift preceding the holiday and ending at 11:30 p.m. the night of the holiday, excluding Christmas and New Year's holidays.

Full-time nurses shall also be provided with three (3) shifts of personal floating holiday time each contract year at a time mutually agreed upon between each individual nurse and the hospital defined below:

- 8 hour nurses: 3x 8 hour shifts (total 24 hours)
- 8/12 hour nurses: 2x 8 hour shifts and 1x 12 hour shift (total 28 hours)
- 10 hour nurses: 3x 10 hour shifts (total 30 hours)

Personal holiday hours may only be used in blocks of four (4), eight (8), ten (10) hours, or twelve (12) hours. The nurse is responsible for using personal holidays on a year-to-year basis. Hours not used during the contract year will not be carried over to the next contract year.

A nurse who requests a vacation shift or benefits under Short-Term Flexibility for Time Off, Section "Hours," for the Easter holiday will not have that time counted against the number of weekend shifts a nurse is eligible to take on a year-to-year basis.

\* \* \*

[The remainder of Section 8.A will stay unchanged.]

AGREED TO:

**ABBOTT NORTHWESTERN HOSPITAL**

**MINNESOTA NURSES ASSOCIATION**

By *[Signature]*

By *[Signature]*

Its *Chief Nursing Officer / VP Pt Care.*

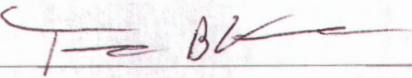
Its *Labor Relations Sp.*

Dated *6/28/18.*

Dated *6/21/18.*



ALLINA HEALTH LABOR RELATIONS

By 

Its VP, Labor Relations

Dated 07-23-2018

**LETTER OF UNDERSTANDING**

**between**

**Abbott Northwestern Hospital**

**and**

**Minnesota Nurses Association**

**SUBJECT: Use of Voluntary Call during Voluntary LOAs**

---

Abbott Northwestern Hospital and the Minnesota Nurses Association hereby agree to replace Sections 14.B provision as amended below:

**B. Voluntary Low-Need Days and Leave:**

Before resorting to Part (D) of this section or any layoff procedure, the hospital will offer the full-time and part-time nurses an opportunity to voluntarily request a low-need leave of absence without pay for up to ninety (90) calendar days. The hospital will not permanently fill the nurse's position. In addition, the hospital may, on a day-to-day basis, offer individual low-need days to full-time and part-time nurses. A nurse taking low-need days pursuant to Parts (B) and (D) of this section shall be given credit toward all benefits provided by this Contract and the Pension Plan for the hours lost.

At its discretion, the hospital may request nurses to be voluntarily placed on-call in lieu of a low need (such on-call duty will not count toward any scheduled on-call shift requirement). A nurse accepting such on-call duty in lieu of a low need will be given benefit credit for the hours on-call, including full seniority credit (and not the partial seniority credit described in Section 5.D). The nurse may also elect to take accrued and unused vacation time instead of receiving benefit credit. The 4-hour guarantee provision in Section 5.A and the holiday on-call rate provision in Section 5.C of the collective bargaining agreement will apply to on-call in lieu of a low need.

The parties agree to trial this new provision through the duration of the current collective bargaining agreement that expires on May 31, 2019.

AGREED TO:

**ABBOTT NORTHWESTERN HOSPITAL**

**MINNESOTA NURSES ASSOCIATION**

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_

**ALLINA HEALTH LABOR RELATIONS**

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**between**

**ABBOTT NORTHWESTERN HOSPITAL  
PHILLIS EYE INSITUTE**

**and**

**MINNESOTA NURSES ASSOCIATION**

**SUBJECT: Casual Nurse Requirement**

---

Abbott Northwestern Hospital and Phillips Eye Institute and the Minnesota Nurses Association are parties to a collective bargaining agreement effective October 31, 2016 through May 31, 2019.

The parties agree to modify Section 6.E.1 as follows:

**6. PART-TIME NURSES:**

\* \* \*

**E. Casual Part-Time:**

\* \* \*

1. Registered nurses may, with six (6) weeks' notice, transfer to casual status. All casual nurses will be considered to be working a flexible schedule as provided in Section "Hours," Subsection Flexible Work Schedules, and will be covered by its provisions except that the nurse will be scheduled eight-(8) hour shifts unless the nurse agrees on a shift-by-shift basis to work a shift of other than eight (8) hours. A casual nurse who has signed up for a shift 24 hours prior to the shift is expected to work that shift. Before mandatory low-need days are assigned to part-time regularly scheduled staff according to Section "Temporary Staffing Adjustments," Subsection Mandatory Low-Need Days, casual staff will be cancelled at the hospital's discretion. A casual nurse shall be given a minimum of two (2) hours advance notice of the cancellation of any shift of work for which the nurse was scheduled or agreed to work. All casual nurses are required to work one holiday shift per year, and every other year it will be a Christmas shift. All competencies and the completion of required evaluations will be

maintained year to year. If a casual nurse does not work at least 24 hours during a four-(4) week schedule (16 hours for casual nurses in the Float Pool) and there are open shifts, casual status will be terminated.

AGREED TO:

**ABBOTT NORTHWESTERN HOSPITAL  
PHILLIPS EYE INSTITUTE**

**MINNESOTA NURSES ASSOCIATION**

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_

**ALLINA LABOR RELATIONS**

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_