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ST. LUKE'S HOSPITAL, DULUTH, MINNESOTA  
-and-  
MINNESOTA NURSES ASSOCIATION

**SUMMARY OF TENTATIVE AGREEMENTS**

June 18, 2019

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5. **ARTICLE 6 – PART-TIME NURSES**

Modify Article 6, Section 6.13, subparagraph a), as follows:

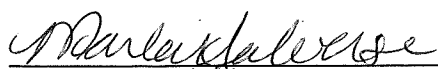
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- a) **Casual Nurse.** A casual (unscheduled) nurse shall be called to work or scheduled to work shifts mutually agreeable between the nurse and the Hospital. In order to maintain a casual status a nurse shall work a minimum of 208 hours per anniversary year, ~~and must offer at least 4 shifts of availability per 4 week scheduling period to the scheduler prior to the request deadline to be scheduled to work on their home unit. 1 shift will be entered on the schedule unless the Casual RN mutually agrees to more than 1 scheduled shift. Upon the mutual agreement of the Nurse Manager and Nurse, this requirement may be waived for 1 four week period per year. A casual nurse is not assured the availability of work on a regular basis, and may refuse any shift but must meet the annual minimum hours of work requirement to maintain this status.~~ Casual Nurses may work on-call duty but call duty hours shall not count toward meeting minimum requirements except for those hours worked when called in or unless the nurse is employed as a nurse in another Health Care facility and meets the competencies for the position at St. Luke's. Casual Nurses who cover all department call excluding holidays and are part of the Hospice/Home Care "On-Call Team" are not required to work any minimum number of hours in order to maintain casual status. In order to be eligible for this status, a nurse must have a satisfactory work record.


The scheduling parameters for casual nurses will be established by the Casual Nurse Guidelines as mutually agreed to by the Hospital and the Association in the Staffing & Scheduling Committee.

*T/A, as modified, 3:53 p.m. 6/18/19*

**St. Luke's Hospital**

  
By: Marka Palivisa Date: 6/27/19

**Minnesota Nurses Association**

  
By: Adam Kemp Date: 6-27-19



## Unscheduled (Casual) Guidelines (~~May~~ 2019\*)

Unscheduled nurses are in one of two categories, per diem or casual. The main differences between per diem and casual nurses are rates of pay and the working requirements. These Guidelines pertain to Unscheduled Nurses. Please see the Per Diem FAQ for more information on the Per Diem position.

### *What is an unscheduled (Casual) nurse?*

Unscheduled (Casual) nurses are defined in Section 6.13 of the contract. Unscheduled nurses fill an important role in providing an extra staffing resource to fill in for regularly scheduled staff. For this reason, casual nurses are not assured the availability of work on a regular basis, but must meet the annual minimum hours of work requirement to maintain this status. Once a shift is assigned to a casual nurse, he or she has the same obligation to fill that shift as all other nurses.

### *What are the work requirements of a Casual nurse?*

There are two parts to meet the work requirement to maintain casual status:

1. Annual Requirement: 208 hours per calendar year (pro-rated for first year)
2. Competency Requirement: Casual nurses must **sign up for at least 1 shift per 4-week scheduling period and are able to sign up for additional shifts per these guidelines.**
- 2.3. ~~offer at least 4 shifts of availability per 4 week scheduling period (8 for 8 weeks, etc.) to the scheduler prior to the request deadline. In order to ensure competence is maintained, 1 shift will be entered on the schedule unless there is mutual agreement to more than 1 scheduled shift.~~

### *When do casual nurses sign up for shifts?*

Casual nurses have priority for signing up for shifts the first 72 hours after the schedule is posted. During this period, casual nurses may sign up for more than one shift, but must sign up for at least one shift.

### *What happens if I miss signing up providing availability for one shift in the scheduling period?*

If a casual nurse has not picked up at least one shift in the 72 hours after the schedule is posted, one shift shall be assigned by the Staffing Department at their discretion. If a casual nurse does not provide 4 shifts of availability by the request deadline, one shift will be assigned by the Scheduling department at their discretion. Once assigned, the casual nurse is responsible for reviewing each schedule and working scheduled shifts.

### *Can I request to not be available during a schedule period?*

Yes, upon the mutual agreement of the Nurse Manager and Nurse, the requirement of providing availability may be waived for 1 four week period per year without the nurse being put on the schedule. This agreement must be made prior to the schedule posting and communicated to Scheduling before the request deadline.

### *How are mandatory education and meeting days treated?*



A casual nurse may attend certification classes at the Hospital without charge if they are required for their position. Both mandatory education days and meeting days are not counted towards meeting the 208 hour annual requirement, ~~but do not count as meeting the competency requirement of one shift worked per 4 week schedule. In other words, in order to ensure ongoing competency, casual nurses must work at least one shift on their unit every 4 weeks~~

***What if I pick up shifts in another unit or work as an Educator?***

Hours worked off your home unit or as an instructor do not count towards either the annual or the competency requirement. Floating will fulfill the competency requirement.

***Are scheduling requirements for casual nurses in Hospice/Homecare the same?***

Under 6.13(a) of the contract, the On-Call teams in Hospice & Homecare are not required to work a minimum number of hours in order to maintain casual status.

***Do On-Call hours count towards work requirement?***

On call hours are not counted for meeting either requirement. Hours worked when called in are only counted towards the 208 hour annual requirement.

***How does a nurse obtain casual status?***

Nurses can request to reduce to casual status, but these requests are granted at management's discretion. In order to be eligible for this status, a nurse must have a satisfactory work record.

***What benefits are Casual nurses entitled to?***

Casual nurses are paid overtime on a 40 hour per week overtime standard. Casual nurses are not eligible for insurance, vacation, sick leave, paid holidays off and bonuses (except a casual nurse shall receive the high census bonus and holiday bonus for working a holiday). Additionally, all compensated hours are counted toward pension, seniority and increases in hourly pay rates.

***What happens if I am ill or otherwise not able to work my one scheduled shift in a schedule period?***

If you are unable to work at least one shift in the scheduling period, in order to maintain competence, you must pick up at least one open shift in the next two weeks (if a shift is available).

***What happens to my accrued sick leave and vacation time if I go casual?***

Upon transfer to a casual status, accrued vacation time and personal days are paid out. Accrued sick time is placed in a frozen bank that will be restored if the employee transfers back to a benefit eligible position. The frozen sick bank cannot be used while in casual status.

***What if I need a leave of absence?***

Casual nurses should notify their Manager and Human Resources and complete all required paperwork so that the work requirements are adjusted accordingly to compensate for the time missed due to an approved leave of absence.

***How are casual nurses treated in low need situations?***

Casual nurses are the first staff assigned mandatory low need days. There are no limits on the number of low need days that can be assigned to casual nurses, but low needs days are counted towards the annual work requirement.

***Are casual nurses able to request ATO?***

Because casual nurses are designed to fill in for regularly scheduled staff, casual nurses are not eligible to sign up for ATO. However, casual nurses are permitted to trade shifts if approved by their manager.

\*These Guidelines will be implemented as a pilot program. The Staffing and Scheduling Committee will monitor the impact of these changes over a 6-month period after implementation, at which time the pilot will be evaluated. If the Committee does not renew the changes, casual nurses will be required to provide four shifts of availability on four separate days per 4-week scheduling period. One shift will be entered on the schedule unless the nurse agrees to more than one scheduled shift.

**THIS IS A SUMMARY – PLEASE REVIEW THE CONTRACT FOR  
ADDITIONAL INFORMATION**