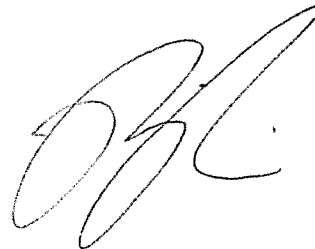


## ARTICLE 15. DAILY STAFFING

- A. Centralized daily staffing for the following units will be done through the Nursing Services Office: Intensive Care Unit, Progressive Care Unit, Psychiatry, Medical/Oncology, Transitional Care Unit, Surgical, Labor and Delivery, Maternity/Women's, Children's, Neonatal Intensive Care Unit, and Flex Pools. After notice and discussion with the Association, the Employer may include other departments to ensure adequate staffing. Upon request, the Employer will bargain with the Association over the impact of such changes on bargaining unit nurses.
- The Emergency Department will input daily staffing when a shift need is identified.
- B. Designated staff nurses will evaluate and enter unit census, staffing needs, and patient acuity into the electronic scheduling systems and will collaborate with the staffing specialist/management representative.
- C.
1. Staffing is completed for an eight (8) hour day/evening/night shift. Staffing, census, and acuity information should be entered into the electronic scheduling system and shift management tool (SMT) no later than:
    - a. Day D1 Shift: 0400
    - b. Day D2 Shift: 0800
    - c. Evening E1 Shift: 1100
    - d. Evening E2 Shift: 1500
    - e. Night N1 Shift: 1900
  2. Staff may be reassigned at 1100 under the following circumstances:
    - a. Bring in LCD/RDO staff from home or grant LCD/RDO.
    - b. A nurse may move from one (1) unit to another per Floating Article 17.
    - c. A nurse on call back to their home unit will not be moved to another unit unless it is back to her/his home unit.
- D. Nursing Services Office (or designee) will contact staff regarding on-call, floating, or low census days at least one and one-half hours (1 1/2) prior to the start of the shift.
- E. Nurses reporting for on-duty shift will work a minimum of 4-hours.
- F. Reassignment is defined as any movement from home or scheduled unit (e.g. float, LCD, RDO, or call back). Nurses may only be floated once from one unit to another during an 8 or 12 hour shift pursuant to Article 17. Floating. However, Nurses may be reassigned twice in an 8 or 12 hour shift. A nurse working a 12 hour shift will only

be reassigned in a way that breaks that shift into a 4 and an 8 hour shift. Under no circumstances will a 12 hour shift be reassigned into three (3) blocks of four (4) hours each.

- G. Nursing Services and/or Staffing Office will take primary responsibility for contacting nurses to fill additional staffing needs in a unit(s) that is/are not being covered by current staff, when requested to do so by a Charge Nurse, Team Lead or manager/supervisor.
- H. Nurses who are unable to come to work because of illness or other emergency will notify the Hospital in advance of their scheduled shift no later than two (2) hours prior to the start of their shift.

 7/23/20