

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**OREGON NURSES ASSOCIATION**  
**AND**  
**PROVIDENCE PORTLAND MEDICAL CENTER**

**JANUARY 1, 2023**  
**through**  
**DECEMBER 31, 2024**





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1 **AGREEMENT**

2 THIS AGREEMENT made and entered into by and between PROVIDENCE  
3 PORTLAND MEDICAL CENTER, 4805 N.E. Glisan Street, Portland, Oregon,  
4 hereinafter referred to as “the Medical Center,” and OREGON NURSES  
5 ASSOCIATION, hereinafter referred to as “the Union.”

6  
7 **WITNESSETH**

8 The intention of this Agreement is to formalize a mutually agreed upon and  
9 understandable working relationship between Providence Portland Medical Center  
10 and its registered professional nurses which will be based upon equity and justice  
11 with respect to wages, hours of service, general conditions of employment and  
12 communication, to the end that the dedicated common objective of superior patient  
13 care may be harmoniously obtained and consistently maintained.

14  
15 For and in consideration of the mutual covenants and undertakings herein  
16 contained, the Medical Center and the Union do hereby agree as follows:

17  
18 **ARTICLE 1 – RECOGNITION**

19 The Medical Center recognizes the Union as the collective bargaining  
20 representative with respect to rates of pay, hours of work and other conditions of  
21 employment for a bargaining unit composed of all registered professional nurses  
22 employed by the Medical Center as staff nurses, charge nurses and relief charge  
23 nurses in the Departments of Nursing, Mental Health, Emergency, Surgery, IV  
24 Therapy, Blood Bank, Cardiovascular Laboratory Radiation Oncology, Care  
25 Management and Family Maternity Center, or their successor departments,  
26 excluding Sisters of Providence, administrative and supervisory personnel, and all  
27 other employees.

28  
29 **ARTICLE 2 – DEFINITIONS**

30 **A. Definitions.**

- 31 1. Nurse - Registered nurse currently licensed to practice professional  
32 nursing in Oregon.

- 1           2.    Staff Nurse - Responsible for the direct or indirect total care of a  
2                    patient or patients.  
3
- 4           3.    Charge Nurse - A nurse who assists the nurse manager in the  
5                    administration of an organized nursing unit.  
6
- 7           4.    Nurse Manager - Responsible for administration of an organized  
8                    nursing unit, including providing patient care.  
9
- 10          5.    Relief Charge Nurse - A staff nurse who relieves the charge nurse in  
11                   accordance with the assignment of such work by the Medical Center.  
12                   The Medical Center will work to identify nurses who are willing to  
13                   voluntarily assume the role of relief charge nurse on an on-going  
14                   basis. The parties acknowledge, however, that there may be unusual  
15                   and infrequent situations when the Medical Center will assign such  
16                   duties.  
17
- 18          6.    Resident - Registered nurse who has completed a pre-licensure  
19                   nursing program and is newly licensed (twelve (12) months or less).  
20
- 21          7.    Fellow - Registered nurse with twelve (12) months of nursing  
22                   experience but new to specialty of hire.  
23
- 24          8.    Organized Nursing Unit - As designated by the Medical Center, shall  
25                   have a nurse manager, charge nurse or relief charge nurse on each  
26                   shift.  
27
- 28          9.    Cluster - A group of organized nursing units that typically share similar  
29                   patient condition(s) and acuity.  
30
- 31          10.   Regular Nurse - A part-time or full-time nurse.

- 1           11.    Part-time Nurse - Any nurse who is regularly scheduled to work forty  
2                   (40) or more hours per pay period, but less than seventy-two (72)  
3                   hours per pay period (a 0.5 to 0.89 FTE).  
4
- 5           12.    Full-time Nurse - Any nurse who is regularly scheduled to work at  
6                   least seventy-two (72) hours per pay period (a 0.90 or higher FTE).  
7
- 8           13.    Per Diem Nurse - Any nurse (a) who is scheduled to work fewer than  
9                   twenty-four (24) hours per week or (b) who is not regularly scheduled  
10                  to work or (c) who is employed on a temporary basis not to exceed  
11                  ninety (90) calendar days, or one hundred eighty (180) calendar days  
12                  where replacing a nurse on an approved leave of absence. In order to  
13                  remain per diem, other than for those nurses described by (d) in the  
14                  preceding sentence, the per diem scheduling obligations under Article  
15                  8, Scheduling will apply:  
16
- 17          14.    The Medical Center may initiate the reclassification of a part-time  
18                  nurse with an FTE of less than 0.9 to a higher FTE status when the  
19                  following circumstances apply, unless a mutually agreeable exception  
20                  is made for patient care or staffing needs:
- 21                       (a)    for a 0.7 FTE or less, if the nurse has worked three (3) extra  
22                               shifts in the same job, shift and unit, in each of the six (6)  
23                               consecutive schedule periods immediately preceding the  
24                               schedule period in which the reclassification is made; or  
25
- 26                       (b)    for a 0.7 FTE or greater, if the nurse has worked six (6) extra  
27                               shifts in the same job, shift and unit, in each of the six (6)  
28                               consecutive schedule periods immediately preceding the  
29                               schedule period in which the reclassification is made.  
30
- 31                  In either of these circumstances, the reclassification to full-time status  
32                  will occur in the following posted schedule period, and the new FTE  
33                  will not be subject to posting as a vacancy.



**ARTICLE 3 – MEMBERSHIP**

**A. ONA Membership.**

1. Because a nurse has a high degree of professional responsibility to the patient, they are encouraged to participate in the Union to define and upgrade standards of nursing practice and education through participation and membership in the nurse’s professional association. Membership in the Oregon Nurses Association shall in no manner be construed as a condition of employment.

2. The Medical Center will distribute membership informational material provided by the Union to newly employed nurses. Such material will include the Union’s form authorizing voluntary payroll deduction of monthly dues, if such form expressly states that such deduction is voluntary, and a copy of this Agreement.

3. During departmental nursing orientation of newly hired nurses, if any, the Medical Center will, on request of the Union, provide up to thirty (30) minutes for a bargaining unit nurse designated by the Union to discuss Union membership and contract administration matters. The Medical Center will notify the Union or its designee of the date and time of this orientation, at least two (2) weeks in advance. During the first thirty (30) days of the newly hired nurse's employment, a bargaining unit nurse designated by the Union may arrange with the newly hired nurse for fifteen (15) minutes to discuss Union membership and contract administration matters. In either situation, if the designated nurse has been released from work for this orientation, the time will be compensated as if worked. A newly hired nurse involved in this orientation will be released from otherwise scheduled work, and will be paid for this released time.

**B. Membership and Financial Obligations.**

1. The following applies to any nurse hired before December 14, 2009 (“Effective Date”): Membership in the Oregon Nurses Association shall

1 be encouraged, although it shall not be required as a condition of  
2 employment. Notwithstanding the prior sentence, if a nurse hired  
3 before December 14, 2009, voluntarily joins the Union or has  
4 voluntarily joined the Union as of December 14, 2009, the nurse must  
5 thereafter maintain such membership, as an ongoing condition of  
6 employment, or exercise one of the two options listed in 2.(a)ii or  
7 2.(a)iii below.

8  
9 2. The following provisions apply to any nurse hired after December 14,  
10 2009:

11 (a) By the thirty-first (31<sup>st</sup>) calendar day following the day that the  
12 nurse begins working, each nurse must do one of the following, as  
13 a condition of employment:

- 14 i. Become and remain a member in good standing of the  
15 Union and pay membership dues (Union member); or
- 16  
17 ii. Pay the Union a representation fee established by the Union  
18 in accordance with the law; or
- 19  
20 iii. Exercise his/her right to object on religious grounds. Any  
21 employee who is a member of, and adheres to established  
22 and traditional tenets or teachings of a bona fide religion,  
23 body, or sect, that holds conscientious objections to joining  
24 or financially supporting labor organizations, will, in lieu of  
25 dues and fees, pay sums equal to such dues and/or fees to  
26 a non-religious charitable fund. These religious objections  
27 and decisions as to which fund will be used must be  
28 documented and declared in writing to the Union and the  
29 Medical Center. Such payments must be made to the charity  
30 within fifteen (15) calendar days of the time that dues would  
31 have been paid.

1 (b) The Medical Center will provide a copy of the collective bargaining  
2 agreement to newly hired nurses, along with including a form  
3 provided by the Union that confirms the provisions in B.2.(a)  
4 above. The nurse will be asked to sign upon receipt and return the  
5 signed form directly to the Union. The Medical Center will work in  
6 good faith to develop a procedure to retain copies of such signed  
7 forms.

8  
9 (c) A nurse should notify the Union's Membership Coordinator, in  
10 writing, of a desire to change his or her status under the  
11 provisions of B.2. (a) above by mail, to the business address for  
12 the Union.

13  
14 (d) The Union will provide the Medical Center with copies of at least  
15 two (2) notices sent to a nurse who has not met the obligations to  
16 which they are subject, pursuant to this Article. The Union may  
17 request that the Medical Center terminate the employment of a  
18 nurse who does not meet the obligations to which they are  
19 subject, pursuant to this Article. After such a request is made, the  
20 Medical Center will terminate the nurse's employment no later  
21 than fourteen (14) days after receiving the written request from the  
22 Union. The Medical Center will have no obligation to pay  
23 severance or any other notice pay related to such termination of  
24 employment.

25  
26 3. The following provisions apply to all nurses.

27 (a) Dues Deduction. The Medical Center shall deduct the amount of  
28 Union dues, as specified in writing by the Union, from the wages  
29 of all employees covered by this Agreement who voluntarily agree  
30 to such deductions and who submit an appropriately written  
31 authorization to the Medical Center. The deductions will be made  
32 every pay period. Changes in amounts to be deducted from a  
33 nurse's wages will be made on the basis of specific written

1 confirmation by the Union received not less than one month  
2 before the deduction. Deductions made in accordance with this  
3 section will be remitted by the Medical Center to the Union  
4 monthly, with a list showing the names and amounts regarding the  
5 nurses for whom the deductions have been made.

6

7 4. The Union will indemnify and save the Medical Center harmless  
8 against any and all third-party claims, demands, suits, and other forms  
9 of liability that may arise out of, or by reason of action taken by the  
10 Medical Center in connection with, this Article.

11

12 5. The parties will work together to reach a mutual agreement on the  
13 information to be provided to the Union, to track the provisions in this  
14 Article.

15

16 **ARTICLE 4 – EQUALITY OF EMPLOYMENT OPPORTUNITY**

17 **A.** The Medical Center and the Union agree that they will, jointly and separately,  
18 abide by all applicable state and federal laws against discrimination in  
19 employment on account of race, color, religion, national origin, age, sex,  
20 veteran’s status, sexual orientation, or disability.

21

22 **B.** There shall be no discrimination by the Medical Center against any nurse on  
23 account of membership in or lawful activity on behalf of the Union, provided,  
24 however, the parties understand that any Union activity must not interfere  
25 with normal Medical Center routine, or the nurse’s duties or those of other  
26 Medical Center employees.

**ARTICLE 5 – PAID TIME OFF**

**A.** The Paid Time Off (“PTO”) program encompasses time taken in connection with vacation, illness, personal business, and holidays. Except for unexpected illness or emergencies, PTO should be scheduled in advance.

**B-1. Accrual.** Regular nurses with a full-time equivalent (FTE) status of at least 0.5, will accrue PTO as follows:

| <b>Years of Service</b>         | <b>Accrual per Hour Worked*</b> | <b>Accrual per Year**</b> |
|---------------------------------|---------------------------------|---------------------------|
| <b>Less than 3 years</b>        | 0.0961 hours                    | 200 hours                 |
| <b>3 to less than 5 years</b>   | 0.1078 hours                    | 224 hours                 |
| <b>5 to less than 10 years</b>  | 0.1154 hours                    | 240 hours                 |
| <b>10 to less than 15 years</b> | 0.1269 hours                    | 264 hours                 |
| <b>15 or more years</b>         | 0.1346 hours                    | 280 hours                 |

\*Not to exceed eighty (80) hours per pay period

\*\*Based on a full-time (1.0 FTE) nurse

Accrual will cease when a nurse has unused PTO accrual equal to one and one-half (1½) times the applicable annual accrual set forth above, which is not prorated for nurses whose FTE status is less than 1.0.

**B-2.** Regular nurses with a FTE status of 0.9, which includes those with work schedules consisting of three (3) days each week, with each workday consisting of a twelve (12) hour shift, or four (4) days each week, with each workday consisting of a nine (9) hour shift, will accrue PTO as follows:

| <b>Years of Service</b>         | <b>Accrual per Hour Worked*</b> | <b>Accrual per Year**</b> |
|---------------------------------|---------------------------------|---------------------------|
| <b>Less than 3 years</b>        | 0.1004 hours                    | 188 hours                 |
| <b>3 to less than 5 years</b>   | 0.1122 hours                    | 210 hours                 |
| <b>5 to less than 10 years</b>  | 0.1197 hours                    | 224 hours                 |
| <b>10 to less than 15 years</b> | 0.1314 hours                    | 246 hours                 |
| <b>15 or more years</b>         | 0.1389 hours                    | 260 hours                 |

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\*Not to exceed seventy-two (72) hours per pay period

\*\*Based on a full-time (0.9 FTE) nurse

Accrual will cease when a nurse has unused PTO accrual equal to one and one-half (1½) times the applicable annual accrual set forth above.

**C. Definition of a Paid Hour.** A paid hour under B above will include only: 1) hours directly compensated by the Medical Center and 2) hours not worked on one of a nurse’s scheduled working days in accordance with Article 25 of this Agreement; and will exclude overtime hours, unworked standby hours, hours compensated through third parties, hours paid in lieu of notice of termination, or hours while not classified as a regular nurse.

**D. Pay.** PTO pay will be at the nurse’s straight-time hourly rate of pay, including regularly scheduled shift, certification, clinical ladder, and charge nurse differentials provided under Appendix A, at the time of use. PTO pay is paid on regular paydays after the PTO is used.

**E. Scheduling.**

1. In scheduling PTO, the Medical Center will provide a method for each eligible nurse to submit requests for specific PTO.
2. The number of persons who may be on pre-scheduled PTO at one time (or per shift, where possible) will be defined at the unit or cluster level annually by the unit’s nursing manager in the first (1<sup>st</sup>) week of

1 December of each year. In the event a unit subsequently undergoes a  
 2 significant staffing increase or a decrease, the unit manager may  
 3 adjust the number of nurses who may be on pre-scheduled PTO at  
 4 one (1) time, consistent with the staffing change, no later than the first  
 5 week of May each year.

6  
 7

3. The following schedule applies to requests for prescheduled PTO:

| <b>For time off during this period (“PTO Scheduling Period”):</b> | <b>Requests must be submitted between:</b> | <b>Written decision will be provided by:</b> |
|---|--|--|
| <b>May, June, July and August</b>                                 | January 1 – January 31                     | February 28                                  |
| <b>September, October, November and December</b>                  | May 1 – May 31                             | June 30                                      |
| <b>January, February, March, April</b>                            | September 1 – September 30                 | October 31                                   |

8

9 Each unit will make requests for prescheduled PTO submitted during  
 10 these periods public and visible before the requests are approved.

11

12 4. If more nurses within a unit request dates for PTO, for a PTO  
 13 Scheduling Period, than the Medical Center determines to be  
 14 consistent with its operating needs, then preference in scheduling  
 15 PTO will be in order of seniority for nurses within the unit, based on  
 16 the seniority list that is available on the first (1<sup>st</sup>) day of the request  
 17 submission period. Nurses are expected to seek trades if they need  
 18 time off for major life events, but if a nurse is unable to find a trade,  
 19 managers may use their discretion to increase the number of nurses  
 20 allowed off, based on operational needs.

21

22 5. For requests submitted after of the PTO Scheduling Period,  
 23 preference will be in order of the Medical Center’s receipt of the

1 written requests for nurses within the unit. All requests will be  
2 approved or denied within three (3) weeks of the date the request is  
3 submitted.

4  
5 6. For single day PTO requests, the nurse may request, at the time of  
6 submission, that the schedule be adjusted to avoid the use of PTO.  
7 The Medical Center will make a good faith effort to adjust the nurse's  
8 schedule so that the nurse is not required to use PTO.

9  
10 7. Notwithstanding the prior provisions of Subsections 4 and 5 above,  
11 the Medical Center will attempt to rotate holiday work.

12  
13 8. PTO requests that cross over the PTO scheduling periods will be  
14 honored in accordance with Subsections 4 and 5 of this section with  
15 the understanding that if the PTO request is approved for the latter  
16 part of the scheduling period, then approval will automatically extend  
17 to the beginning of the next scheduling period.

18  
19 9. Float nurses within a given cluster are deemed a "unit" for purposes of  
20 scheduling PTO.

21  
22 10. Once PTO has been approved, the Medical Center will not require a  
23 nurse to replace themselves on the schedule. Once a vacation request  
24 has been approved, it can only be changed by mutual agreement  
25 between the Medical Center and the nurse. Vacation requests shall  
26 not be converted to requests for unpaid time off absent Medical  
27 Center approval, and nurses are expected to have enough accrued  
28 PTO available at the point the PTO is to be used. The Medical Center  
29 may deny a PTO request if a nurse has demonstrated a pattern of not  
30 having enough accrued PTO available to cover the nurse's request,  
31 unless the nurse has accrued less PTO than expected due to an  
32 approved leave of absence, or mandatory low census.



- 1 11. Once the PTO has been approved, the PTO utilization schedule will  
2 be posted in a manner that is accessible for nurses to view.  
3
- 4 12. In the event nurses on a particular unit or units have concerns about a  
5 pattern of denial of PTO or a specific situation involving denial of PTO,  
6 nurses are encouraged to discuss the issue with the unit manager or  
7 director, and if the concern has not been resolved, representatives of  
8 the Union may raise it with the Nursing Task Force.  
9
- 10 13. The nurses on a unit or department may develop an alternative  
11 method of PTO scheduling, such as “prime time” scheduling. Any  
12 alternative method will only be adopted following first manager  
13 approval and then a majority vote of the staff nurses on the unit or  
14 department.  
15

16 **F. Use.**

- 17 1. Accrued PTO may be used once accrued and available in the nurses  
18 PTO bank.  
19
- 20 2. PTO will be used for any absences, except that the nurse may choose  
21 to use or not to use PTO for time off:
- 22 (a) Under Article 25 of this Agreement, by making the appropriate  
23 entry on the nurse’s time card; if the nurse chooses to use PTO  
24 under this paragraph, the nurse may change to non-use of PTO  
25 for the number of hours worked by the nurse on an extra shift of  
26 at least eight (8) hours (other than while on standby on-call) in  
27 the same pay period and thereby maintains the nurse’s FTE  
28 level, by giving the Medical Center written notice of the change  
29 before the end of the same pay period;  
30
- 31 (b) For leaves of absence under applicable family and medical  
32 leave laws when the nurse’s accrued PTO account is at forty  
33 (40) hours or less;

- 1 (c) When a nurse is assigned to a paid eight (8) hour in-service in  
2 the Medical Center instead of a regularly scheduled nine (9),  
3 ten (10), or twelve (12) hour shift and the nurse is not assigned  
4 to work the remaining hours of the regularly scheduled shift; or  
5
- 6 (d) When a nurse is required by the Medical Center to attend a  
7 committee meeting in the Medical Center during a regularly  
8 scheduled shift and the nurse is not assigned to work the  
9 remaining hours of the regularly scheduled shift.  
10
- 11 (e) Under (c) and (d) above, the nurse will make themselves available  
12 for assignment to work the remaining hours of the regularly  
13 scheduled shift.  
14
- 15 (f) When a nurse is being paid standby pay according to Appendix  
16 B of this contract.  
17
- 18 (g) When a nurse on the night shift is working fewer hours than his  
19 or her regular shift due to Daylight Saving Time.  
20
- 21 3. Nurses can choose to have available PTO hours used to supplement  
22 workers' compensation benefits to one hundred (100%) percent of pay  
23 while out on an approved leave.  
24
- 25 4. PTO hours can also be used to supplement Oregon Paid Leave,  
26 short-term disability and paid parental leave benefits to one hundred  
27 percent (100%) of pay for the life of the claim or until PTO is  
28 exhausted.  
29
- 30 5. PTO may not be used when the nurse is eligible for the Medical  
31 Center compensation in connection with a family death, jury duty, or  
32 witness appearance.

- 1 **G. Change in Status.** A nurse's unused PTO account will be paid to the nurse  
2 in the following circumstances:
- 3 1. Upon termination of employment, in cases of resignation, if the nurse  
4 has also provided the required two (2) weeks' notice (per Article 11.H)  
5 of intended resignation.  
6
- 7 2. Upon changing from a benefits-eligible (FTE status of 0.5 to 1.0) to  
8 non-benefits-eligible status (FTE less than 0.5).  
9
- 10 **H. Oregon Paid Leave.** The Medical Center, in alignment with the Oregon Paid  
11 Leave program, will continue the appropriate employee deductions and  
12 employer contributions into the program. Employees can begin to apply for  
13 benefits starting September 3, 2023. The State benefits are managed by the  
14 State. Nurses can apply directly with the State and any eligible payments will  
15 be paid directly from the State.  
16

## 17 **ARTICLE 6 – HOLIDAYS**

- 18 **A.** The Medical Center will observe the holidays of New Year's Day, Martin  
19 Luther King Jr. Day, Memorial Day, Independence Day, Labor Day,  
20 Thanksgiving Day, and Christmas Day. If the Medical Center recognizes any  
21 additional holiday(s) for its non-represented employees, it will also observe  
22 such holiday(s) for bargaining unit nurses. On an observed holiday, the  
23 following will apply:
- 24 1. When a nurse is scheduled to work an observed holiday and requests  
25 time off, PTO will be used for the time off. However, if the nurse, with  
26 the manager's approval, works (or if the nurse requests but is not  
27 assigned to work) a substitute day in the same workweek, the nurse is  
28 not required to use PTO for the holiday.  
29
- 30 2. If a nurse works on an observed holiday, the nurse will be paid one  
31 and one-half (1 ½) times the nurse's straight-time rate and will retain  
32 accrued PTO hours for use at another time.

- 1           3.     If an observed holiday occurs on a Saturday or Sunday, nurses in  
2           departments that are regularly scheduled only Monday through Friday  
3           will observe the holiday on the Friday or Monday that is closest to the  
4           holiday and designated by the Medical Center.  
5
- 6           4.     If an observed holiday occurs on a Sunday, nurses in departments  
7           that are regularly scheduled only Monday through Saturday will  
8           observe the holiday on the Monday that is closest to the holiday and  
9           designated by the Medical Center.  
10
- 11          5.     A night shift will be eligible for holiday pay if a majority of hours  
12          worked are within the observed holiday (for example, a nurse working  
13          a shift beginning at 7:00 p.m. on December 24 and ending at 7:30  
14          a.m. on December 25 will be eligible for holiday pay).  
15
- 16          6.     If an observed holiday occurs before completion of a regular nurse's  
17          first ninety (90) days of employment and the nurse does not have  
18          sufficient PTO hours accrued, the PTO hours used for the holiday  
19          under this section will be charged against the next PTO hours accrued  
20          by the nurse.  
21
- 22          7.     A nurse will not be required to use PTO if (1) a nurse works in a unit  
23          that is normally scheduled only Monday through Friday and the unit is  
24          closed for the holiday; (2) the nurse is placed on standby for the  
25          holiday; or (3) the unit is open, but minimally staffed for the holiday.  
26

#### **ARTICLE 7 – HOURS OF WORK OVERTIME AND BREAKS**

- 28    **A.**    The basic workweek shall be forty (40) hours in a designated seven (7)  
29    consecutive day period commencing at 12:01 a.m. Sunday for day and  
30    evening shift nurses and at 12:01 a.m. Saturday, or the beginning of the night  
31    shift closest thereto, for night shift nurses. When agreed to by the nurse and  
32    the Medical Center, a work period of eighty (80) hours in fourteen (14)

1 consecutive days may be adopted in conformity with the Fair Labor  
2 Standards Act and corresponding Oregon law.

3  
4 **B.** The basic workday shall be the length of the shift that is agreed upon by the  
5 Medical Center and the individual nurse at the time of hire or upon the  
6 change of position (e.g., eight (8), nine (9), ten (10) or twelve (12)  
7 consecutive hours) in a twenty-four (24) hour period, including:

- 8 1. An unpaid meal period of one-half ( $\frac{1}{2}$ ) hour in addition to the length of  
9 the shift. If a nurse is not able to take a thirty (30) minute uninterrupted  
10 meal period, the nurse will be paid for such thirty (30) minutes; and  
11
- 12 2. Fifteen (15) minute rest periods shall be provided, without loss of pay  
13 and consistent with Oregon wage and hour law, during each shift.  
14 Upon mutual agreement of the nurse and the nurse's  
15 supervisor/designee, such rest periods may be combined with meal  
16 periods and shall, to the greatest extent possible, be near the middle  
17 of such work duration.
- 18
- 19 3. When the nurse believes that they will be unable to take a meal or rest  
20 period, the nurse will notify the Charge Nurse who will make  
21 reasonable effort to have the nurse relieved.
- 22

23 **C.** Overtime compensation shall be paid at one and one-half ( $1\frac{1}{2}$ ) times the  
24 nurse's regular straight time hourly rate of pay for all hours worked in excess  
25 of:

- 26 1. The hours of the scheduled shift of eight (8) hours or greater, or  
27
- 28 2. Forty (40) hours in each basic workweek, or thirty-six (36) hours in  
29 each basic workweek shall be paid at the overtime rate for (a) a nurse  
30 whose schedule consists exclusively of three (3) days each week, with  
31 each workday consisting of a twelve (12) hour shift, or (b) a night shift  
32 nurse whose schedule consists of exclusively four (4) days each  
33 week, with each workday consisting of a nine (9) hour shift, provided

1 in either situation that during the workweek the nurse works such  
2 number of days on the applicable shift, or

3  
4 3. In lieu of section C.2. above and consistent with the requirements of  
5 the Fair Labor Standards act, eight (80) hours in a two (2) week pay  
6 period when a work schedule of eighty (80) hours in fourteen (14)  
7 consecutive days has been properly established.

8  
9 **D.** There shall be no pyramiding of time-and-one-half (1½) premiums for  
10 overtime, holidays and Appendix B. In calculating such premiums, the  
11 multiplier used shall be the hourly compensation under Appendix A  
12 applicable to the hours worked for which such premiums are being paid.

13  
14 **E.** A nurse will be expected to obtain proper advance authorization, except  
15 when not possible, for work in excess of the nurse's basic workday or basic  
16 workweek. Excess work will be by mutual consent, except that a nurse may  
17 be required to remain at work beyond a nurse's scheduled workday, subject  
18 to applicable limitations under state law or administrative rule.

19  
20 **F.** Nurses who are required to change at the Medical Center into Medical  
21 Center-required clothing will be permitted five (5) minutes included in the  
22 beginning and end of each scheduled shift to change into and out of such  
23 clothing.

24  
25 **ARTICLE 8 – SCHEDULING**

26 **A.** Work schedules shall be prepared for twenty-eight (28) day or monthly  
27 periods and will be posted at least two (2) weeks prior to the beginning of the  
28 scheduled period. A unit may opt to post the schedule for the two (2)  
29 scheduling periods that include Thanksgiving, Christmas and New Year's.

30 1. At the time of initial posting, the Medical Center will schedule nurses  
31 for at least every other weekend off, or for two (2) consecutive  
32 weekends off after every scheduled weekend in the case of each full-  
33 time or part-time nurse who has been continuously employed by the

1 Medical Center as a nurse for twenty (20) or more years, unless (a) a  
2 nurse agrees to be scheduled for any of such weekends or (b)  
3 scheduling is based on rotation of holiday work and an observed  
4 holiday falls on a weekend.

5 (a) When the Medical Center determines that it is reasonably  
6 feasible, consistent with staffing needs and patient care needs,  
7 the Medical Center will not require full and part-time nurses with at  
8 least thirty (30) years of continuous employment by the Medical  
9 Center as a nurse or twenty-five (25) years for Operating Room  
10 nurses, to work weekend shifts or full and part-time nurses with at  
11 least twenty-five (25) years of continuous employment by the  
12 Medical Center as a nurse to take mandatory call-back rotation in  
13 those units where being on-call is a requirement.

14 i. Notwithstanding Subsection (a) above, the Medical Center  
15 will not schedule full-time and part-time nurses for shifts  
16 (excluding standby shifts) more than once every four (4)  
17 consecutive weekends if they have been continuously  
18 employed by the Medical Center as a nurse for thirty (30) or  
19 more years.

20  
21 2. After the schedule is posted, a nurse will not be required to work an  
22 unscheduled weekend, except in emergencies, on which occasions  
23 Appendix A, Section L, will apply in accordance with its terms.

24  
25 **B.** Nurses who are scheduled to report for work and who are permitted to come  
26 to work without receiving prior notice that no work is available in their regular  
27 assignment, shall either: (1) perform any nursing work to which they may be  
28 assigned, or (2) if nursing service determines after consultation with the  
29 nurse that they are unqualified for the temporary assignment, then the nurse  
30 may elect to take the day off with PTO or as mandatory low census without  
31 pay. Except in emergencies, the nurse's temporary assignment will not be to  
32 a unit where the nurse has not been oriented and no nurse familiar with the  
33 unit will be available during the assignment. When the Medical Center is

1 unable to utilize such nurse and the reason for lack of work is within the  
2 control of the Medical Center, the nurse shall be paid an amount equivalent  
3 to four (4) hours, or one-half (1/2) the scheduled hours of the shift canceled if  
4 that number is greater than four (4), times the straight-time hourly rate plus  
5 applicable shift, certification and Clinical Ladder differentials; provided,  
6 however, that a nurse who was scheduled to work less than four (4) hours on  
7 such day shall be paid the nurse's regularly scheduled number of hours of  
8 work for reporting and not working through no fault of the nurse.

9  
10 The provisions of this section shall not apply if the lack of work is not within  
11 the control of the Medical Center or if the Medical Center makes a  
12 reasonable effort to notify the nurse by telephone not to report for work at  
13 least two (2) hours before the nurse's scheduled time to work. It shall be the  
14 responsibility of the nurse to notify the Medical Center of the nurse's current  
15 address and telephone number. Failure to do so shall preclude the Medical  
16 Center from the notification requirements and the payment of the above  
17 minimum guarantee. If a nurse is dismissed and is not notified before the  
18 start of the next shift that they would have otherwise worked, they shall  
19 receive four (4) hours' pay in accordance with the provisions of this section.

20  
21 **C.** Nurses will not be regularly scheduled to work different shifts, except that for  
22 the purpose of participation in an educational program, any nurse may agree  
23 to be regularly scheduled to work different shifts. Upon completion of the  
24 nurse's agreed-upon participation in such program, the nurse will be  
25 reinstated in the nurse's former regular shift. If more nurses within a unit  
26 request to be so scheduled than the Medical Center determines to be  
27 appropriate for its operations, preference will be given to the earliest of such  
28 requests.

29  
30 Nurses will not be required to work more than three (3) consecutive twelve  
31 (12) hour shifts without their consent.



1 **D.** Nurses should notify the Medical Center of any unexpected absence from  
2 work as far in advance as possible, but at least two and one-half (2½) hours  
3 before the start of the nurse's shift.  
4

5 **E. Per Diem Nurse Scheduling.**

6 1. A per diem nurse must be available for at least four (4) open shifts  
7 during each twenty-eight (28) day or monthly schedule period, which  
8 may include any open shifts of between four (4) and twelve (12) hours  
9 in length, at the nurse's discretion;  
10

11 2. A per diem nurse may completely opt out of one (1) work schedule  
12 each calendar year, provided the nurse notifies the Medical Center in  
13 advance of the preparation of the work schedule;  
14

15 3. The four (4) available shifts must include any two of the following:  
16 weekend, evening, night, holiday, and/or standby or on-call shifts as  
17 assigned by the Medical Center, if those shifts are regularly scheduled  
18 in the unit where the nurse is to be assigned;  
19

20 4. At least one (1) of the assigned shifts in a calendar year will be on a  
21 holiday, and the holiday will be rotated between winter (New Year's  
22 Day, Thanksgiving Day, or Christmas Day) and summer holidays  
23 (Memorial Day, Fourth of July, or Labor Day), in alternate calendar  
24 years (for per diem nurses in units or departments with standby  
25 scheduling on holidays, one (1) holiday standby shift will apply); and  
26

27 5. The per diem nurse must meet the patient care unit's education  
28 requirement for the year.  
29

30 6. A per diem nurse who has averaged twenty-four (24) or more hours of  
31 work per week during the preceding twelve (12) weeks may apply in  
32 writing for reclassification, except that a per diem nurse employed on  
33 a temporary basis to replace a nurse on an approved leave of

1 absence will not be eligible for this reclassification. An eligible nurse  
2 applicant will be reclassified as of the next schedule to be posted to a  
3 regular part-time or full-time schedule, as appropriate, closest to the  
4 nurse's work schedule (including shifts and units) during the preceding  
5 twelve (12) weeks. A nurse who is reclassified under this paragraph  
6 will not be eligible to return to per diem status for one (1) year from the  
7 date of reclassification.  
8

9 **F. Unit Based Scheduling.**

- 10 1. The Medical Center and Union will allow unit based staff scheduling  
11 for any unit that has a consensus of the unit's nurses for this practice.  
12 Within ninety (90) days of ratification, the topic of inequality between  
13 shifts in relation to unit based scheduling and pattern scheduling will  
14 be discussed at Task Force which may, for example, explore pilot  
15 programs in designated units.  
16  
17 2. A nurse or team of nurses from the unit will take and maintain  
18 responsibility for assigning nurses into the unit core schedule, as  
19 determined by the Medical Center, according to the provisions of this  
20 agreement.  
21  
22 3. Units making use of this provision will determine their scheduling  
23 process, and assignment of the nurses into the core schedule will be a  
24 fair and equitable process. This process will have been agreed upon  
25 by members of the unit, including the nurse manager, and with  
26 notification by the ONA/Medical Center Task Force. If a nurse has a  
27 concern about the scheduling process that has not been adequately  
28 addressed on the unit level, that nurse may raise the issue with the  
29 ONA/Medical Center Task Force.  
30  
31 4. After the nurses schedule themselves, the manager (or designee) will  
32 ensure the schedule is balanced and meets the skill mix needs of the  
33 unit, or will make changes to adjust the schedule accordingly.

- 1           5.     The Union agrees that the nurse manager for such units has final  
2                     approval for each monthly schedule in a manner that is not arbitrary or  
3                     capricious.

4  
5                                     **ARTICLE 9 – FLOATING**

6     **A.**     All nurses on a unit may be required to float to another unit in the Medical  
7                     Center, although the Medical Center will endeavor to minimize floating when  
8                     reasonably feasible. When the Medical Center determines that floating is  
9                     needed:

- 10           1.     Nurses will only be floated first within their cluster (where they exist),  
11                     unless mutually agreed upon by the registered nurse and oriented per  
12                     Section A(4) below. The clusters are:

- 13                     •     Med-Surg
- 14                     •     Emergency Department
- 15                     •     Critical Care
- 16                     •     Mental Health
- 17                     •     Surgical Services
- 18                     •     Maternity/NICU

19  
20                     The Medical Center and the Union may amend the clusters by mutual  
21                     agreement.

- 22  
23           2.     Registered Nurses shall be floated only to work environments for  
24                     which they have been oriented. For the purpose of this Article,  
25                     “oriented” means that the registered nurse has received the basic  
26                     information needed to work on the unit, including the layout of the unit,  
27                     codes and passwords, location of supplies, and essential work  
28                     protocols applicable to that unit.

- 29  
30           3.     Each unit, in consultation with the registered nurses from that unit  
31                     (UBC if they have one) will develop its own written orientation  
32                     guidelines for registered nurses who float to their unit. Such guidelines

1 will be available for viewing on each unit. Guidelines will be posted on  
2 the PPMC Nursing SharePoint page for ease of viewing.

3  
4 4. Nurses required to float within the Medical Center will receive  
5 orientation appropriate to the assignment/unit. Orientation will occur  
6 before the nurses assume patient care duties on the unit(s) to which  
7 they have been floated. Orientation will be dependent upon the  
8 nurse's previous experience and familiarity with the nursing unit to  
9 which the nurse is assigned. Nurses who volunteer to float outside of  
10 their cluster may schedule orientation and training with the  
11 manager/designee of the unit to which they would float, prior to taking  
12 the float assignment.

13  
14 5. If during the floating assignment a nurse is asked to perform a task or  
15 procedure for which the nurse does not feel qualified or trained to  
16 perform, the nurse should immediately escalate up the chain of  
17 command, beginning with the charge nurse, who will assign the nurse  
18 a different task or procedure consistent with the nurse's skills and  
19 competencies.

20  
21 6. All registered nurses who are floated will be supported by a nurse  
22 and/or charge nurse from the unit's primary staff for clinical guidance.

23  
24 7. Nurses will generally be floated on a rotational basis, unless the  
25 charge nurse determines that the skill mix of the unit or the patient  
26 needs warrant a change in the rotation.

27  
28 8. When the Medical Center requires a registered nurse to float, the  
29 nurse will not have more than two distinct patient care assignments  
30 during their eight (8) or twelve (12) hour shift.

1 9. All units not defined in the clusters above shall not be required to float  
2 outside of their department, unless agreed upon by the registered  
3 nurse and oriented per section A(4) above.

4  
5 10. In determining patient assignments, the charge nurse will consider the  
6 fact that a nurse is floating to a unit for only four (4) hours, and thus  
7 should receive an appropriate assignment, in addition to the other  
8 factors normally considered.

9  
10 **ARTICLE 10 – STAFFING**

11 **A. Minimum Staffing.** The Medical Center and the Union agree that quality  
12 patient care is the parties' most important priority and staffing levels should  
13 permit the delivery of safe, transformative patient care. The parties  
14 acknowledge that Oregon HB 2697 will amend Oregon's Hospital Nurse  
15 Staffing Law to establish minimum staffing levels in most areas of the  
16 Medical Center as well as mandate that nurses are provided their meal and  
17 rest breaks. The Medical Center will comply with the requirements of the  
18 Hospital Nurse Staffing Law, including as amended by HB 2697 as it goes  
19 into effect.

20  
21 **B. Staffing Request Documentation Form (SRDF).** A copy of Staffing  
22 Request Documentation Form (SRDF) reports received by the Medical  
23 Center will be provided to the Union, the Hospital Nurse Staffing Committee  
24 ("HNSC"), a member of the PNCC designated by the Union, and the  
25 appropriate unit manager. No nurse shall suffer reprisal for raising any  
26 staffing concerns.

27  
28 **C. The Hospital Staffing Plan.**

29 1. The Medical Center is required under the Oregon Nurse Staffing Law,  
30 to maintain a written hospital-wide staffing plan for nursing services,  
31 which may include mechanisms, decision-making tools and/or  
32 techniques for each unit to determine its appropriate staffing such that  
33 the hospital is staffed to meet the health care needs of patients;

- 1           2.     The plan must generally be developed, monitored, evaluated and  
2                     modified by the HNSC.  
3

4     **D.     The Hospital Nurse Staffing Committee.** The parties will adhere to the  
5     requirements set forth in the Oregon Nurse Staffing Law, including its  
6     enforcement mechanisms. The parties agree to the following specific  
7     contractual provisions:

- 8           1.     The Hospital Nurse Staffing Committee will be comprised of an equal  
9                     number of Medical Center nurse managers and direct care registered  
10                    nurses as its exclusive membership for decision-making. Hospital  
11                    Nurse Staffing Committee meetings are open to any observer from the  
12                    direct care nursing staff (including a liaison from the Professional  
13                    Nursing Care Committee and/or a Union Representative).  
14

- 15          2.     Direct care registered nurse representatives will be selected by the  
16                     direct care nurses, through a process determined by the Union.  
17

- 18          3.     Term or time on the Hospital Nurse Staffing Committee will be two (2)  
19                     years and will include Specialty Areas as set by the Hospital Staffing  
20                     Plan Committee, and will include rotational terms and the ability of  
21                     nurses to serve multiple terms. One (1) direct care registered nurse  
22                     representative will serve as the committee co-chair, and one (1) direct  
23                     care registered nurse representative, who serves on a different term  
24                     rotation, will serve as the alternate co-chair. New direct care  
25                     registered nurse representatives will receive no less than two (2) paid  
26                     hours of orientation, which may take place at the last committee  
27                     meeting of the year, before beginning their terms on the committee.  
28

- 29          4.     The decision-making process for the Hospital Nurse Staffing  
30                     Committee will generally be by consensus.  
31

- 32          5.     The Medical Center has defined the following specialty areas and will  
33                     include at least one (1) direct care registered nurse from the following

1 specialty areas on the Hospital Nurse Staffing Committee (subject to  
2 change upon the consensus of the Hospital Nurse Staffing  
3 Committee):

- 4 (a) Medical;
- 5
- 6 (b) Surgical;
- 7
- 8 (c) Cardiology;
- 9
- 10 (d) Critical Care;
- 11
- 12 (e) Perioperative;
- 13
- 14 (f) Perinatal/Neonatal;
- 15
- 16 (g) Oncology;
- 17
- 18 (h) Behavioral Health;
- 19
- 20 (i) Emergency Services.

21

22 6. Any nurse or nurses desiring staffing changes on their unit may meet  
23 with the unit manager or Hospital Nurse Staffing Committee direct  
24 care representative to discuss such requested changes. If the issues  
25 leading to the requested changes remain unresolved, a nurse or  
26 nurses may bring those concerns to the attention of the Hospital  
27 Nurse Staffing Committee.

28

29 7. HNSC direct care registered nurse representatives will be provided  
30 the following for each unit within their specialty area:

- 31 (a) Access to the UBC site.
- 32
- 33 (b) Access to all Staffing Plan drafts.

1 If a nurse representative is unable to access any of the items a-b  
2 above, the nurse should contact their nurse manager for access.

3  
4 8. Meetings.

5 (a) The meetings of the Hospital Nurse Staffing Committee will be co-  
6 chaired by one (1) direct care registered nurse and one (1) nurse  
7 manager.

8  
9 (b) The Hospital Nurse Staffing Committee will determine how often it  
10 needs to meet to achieve its duties, but the Committee will  
11 endeavor to meet no less than every other month.

12  
13 (c) The members of the Hospital Nurse Staffing Committee will be  
14 paid for the time spent during meetings, preparation, follow-up  
15 time, and communication with units included in their specialty  
16 areas, up to a maximum of sixteen (16) hours quarterly, except  
17 that the RN co-chair may use up to a maximum of twenty-four (24)  
18 hours quarterly.

19  
20 (d) Minutes of the meetings will be taken and will be available for  
21 review by all nurses on the HNSC website within two (2) weeks  
22 following the meeting.

23  
24 (e) The annual schedule for meetings will be set in advance, including  
25 a calendar of plan approval dates set in January or February of  
26 each year, and available for review by nurses on the Providence  
27 Portland Nursing website.

28  
29 (f) The names of the members of the Hospital Nurse Staffing  
30 Committee and their respective units to be represented will be  
31 communicated to the nurses on the Providence Portland Nursing  
32 website.



1 (g) Nurses and/or representatives of the Union may request time on  
2 the agenda at the Hospital Nurse Staffing Committee to raise  
3 issues or concerns.

4

5 (h) The Hospital Nurse Staffing Committee will be asked to develop a  
6 plan to educate nurses on its role and responsibilities.

7

8 **E. Direct Care Nurse Feedback.**

9 1. Direct Care nurses shall be given an opportunity to provide input on  
10 which acuity tool and factors shall be used in determining safe staffing  
11 levels. Acuity tools may be EMR based.

12

13 2. The unit staffing plan will be posted within seven (7) calendar days to  
14 the unit webpage and HNSC web page following approval by the  
15 HNSC.

16

17 **F. Staffing Effectiveness.** The Medical Center and the Union are committed to  
18 adequate nurse staffing on each unit in order to meet the patient care  
19 requirements and promote a healthy work environment. To that end, the  
20 Medical Center and the Union will follow the below practices:

21 1. Notice of Leave of Absence: Upon notice of a leave of absence, the  
22 Medical Center will demonstrate its commitment to adequate staffing  
23 by posting any resulting shift vacancies necessary to maintain core  
24 staffing prior to each scheduling posting or during the current schedule  
25 period. If the period between notice and the next schedule posting is  
26 less than seventy-two (72) hours, then the Employer shall comply with  
27 the above within five (5) calendar days of the notice.

28

29 2. Registered Nurse Staffing Updates: Upon request by the Unit Based  
30 Council (UBC), the Medical Center will share available information  
31 about registered nurse FTEs and vacancies.

1           3.     Publication of vacant shifts: The Union and the Medical Center will  
2                     meet in task force to determine how information on vacant shifts can  
3                     best be shared with nurses throughout the Medical Center.  
4

5     **G.     Patient Capacity Concerns.** The Medical Center, in collaboration with  
6                     Charge Nurses, will consider factors such as patient acuity, skill mix,  
7                     admissions, discharges, transfers, and staffing plan guidelines. If a registered  
8                     nurse has concerns about staffing, they will escalate said concerns to the  
9                     charge nurse, unit leadership, or Medical Center Leaders to problem solve  
10                    staffing and capacity constraints in order to meet patient care and community  
11                    needs while complying with unit staffing plans and minimum staffing  
12                    standards. The Charge nurse will play an instrumental role in problem solving  
13                    capacity concerns, and their input will be sought in the decision-making  
14                    process.

15  
16     **H.     Staffing for Rest Breaks and Meal Periods:**

17           1.     Break Relief Nurse Framework: Within three (3) full scheduling  
18                    periods of ratification of this Agreement, PPMC will commence a six  
19                    (6) month break relief shift pilot in eight (8) departments. These  
20                    departments will be selected by the ONA board and communicated in  
21                    writing to the CNO within one (1) week of ratification.  
22

23           2.     In each affected department, the existing Unit Based Committee  
24                    (UBC) and manager will assess the need and reach agreement on the  
25                    number of break relief shifts, including the shifts to which apply. If the  
26                    agreement isn't reached at the unit level, it will go to the HNSC for  
27                    consideration.

28  
29           3.     At the conclusion of the pilot, each UBC will report out data, learnings,  
30                    and opportunities to the HNSC.

31  
32           4.     Using that information, the HNSC will update the staffing plan to  
33                    include the break relief process.

1           5.       If the HNSC does not agree with any of the UBC's recommendations,  
2                    the parties will follow the existing dispute resolution process set forth  
3                    in the charter.  
4

### 5                                   **ARTICLE 11 – EMPLOYMENT STATUS**

6   **A.    Discipline.** The Medical Center shall have the right to suspend, discharge  
7           and discipline nurses for proper cause. Disciplinary action may include verbal  
8           warning, written warning, suspension without pay, or discharge. These forms  
9           of discipline will generally be used progressively, but the Medical Center may  
10          bypass one or more of these disciplinary steps. Consistent with the principles  
11          of proper cause, the Medical Center will consider the nature of the offense  
12          and the time periods between offenses in determining the level of  
13          progressive discipline. A nurse will also be permitted to submit to their  
14          personnel file a written rebuttal or explanation, which will be included with  
15          any documentation of discipline or discharge.  
16

17   **B.    Removal of Materials.** After two (2) years, if no further disciplinary action for  
18          the same infraction is applied, the employee may submit a written request  
19          seeking that written disciplinary notices be removed from their file. For  
20          discipline based on documented instances of actual patient harm, any  
21          removal of material from the personnel file shall be at the sole discretion of  
22          the Chief Nursing Officer, which shall not be unreasonably withheld. The  
23          Medical Center may keep a copy of otherwise removed disciplinary notices in  
24          a separate confidential litigation file if it chooses to do so.  
25

26   **C.    Disciplinary Meetings.** It is the Medical Center's intent to conduct  
27          disciplinary discussions regarding a specific nurse's performance in private.  
28          When sharing information about nurses collective performance, the Medical  
29          Center will endeavor to do so without identifying individual nurses. If any  
30          nurse(s) have concerns about how information is being shared, the nurse(s)  
31          are encouraged to share that concern with the unit manager, the PNCC,  
32          and/or the members of the Nursing Task Force, for discussion and  
33          resolution. A nurse has the right to request a representative of the Union to

1 be present for an interview by the Medical Center as part of an investigation  
2 that might lead to discipline.

3  
4 **D. Reports to the State Board of Nursing.** Under normal circumstances, the  
5 Medical Center will inform a nurse if the Medical Center is making an official  
6 report of the nurse to the Board of Nursing. Failure to inform a nurse of a  
7 report to the State Board will not and cannot affect any action that might be  
8 taken by the Medical Center and/or the Board.

9  
10 **E. Attendance.** Unplanned and unreported absences, including tardiness or  
11 partial day absences, may result in disciplinary action up to and including  
12 termination. Nurses are expected not to exceed a total of five (5) occurrences  
13 of unscheduled, unapproved absences or tardy events in a rolling twelve (12)  
14 month period. Consecutive day absences for the same reason are counted  
15 as one (1) occurrence. Unplanned absences related to family medical leave,  
16 military leave, work-related illness or injury, jury duty, bereavement leave and  
17 other approved bases are not counted as occurrences under this policy,  
18 unless related to an intermittent leave and the employee does not  
19 appropriately communicate the time off as intermittent leave, in accordance  
20 with the Medical Center's practice or instructions. Nurses are expected to  
21 give notice of the need for time away whenever possible. A nurse who is  
22 absent from work for three (3) consecutive working days without notice to the  
23 Medical Center is subject to discipline, suspension or discharge.

24  
25 **F. Hire, Promotion, Transfer.** The Medical Center shall have the right to hire,  
26 promote and transfer nurses, except as expressly limited by the Agreement.

27  
28 **G. Introductory Period.** A nurse employed by the Medical Center shall be  
29 considered introductory during the first one hundred eighty (180) calendar  
30 days of employment. If a nurse is terminated by the Medical Center during  
31 the introductory period, but after one hundred twenty (120) calendar days of  
32 employment, and the nurse has not been given a written evaluation after  
33 sixty (60) calendar days of employment and before completion of one

1 hundred twenty (120) calendar days of employment, then the Medical Center  
2 shall give the nurse no less than three (3) weeks' notice of termination of  
3 employment or pay in lieu thereof for any part of the three (3) week period for  
4 which such notice was not given, unless the termination is for violation of  
5 professional nursing ethics. The preceding notice provision, when applicable,  
6 is in place of the notice provisions in Section F below.

7  
8 **H. Notice of Resignation.** Nurses shall give the Medical Center not less than  
9 two (2) weeks' notice of intended resignation.

10  
11 **I. Notice of Termination.** The Medical Center shall give nurses no less than  
12 two (2) weeks' notice of termination of employment. If less notice is given,  
13 then the Medical Center will provide pay in lieu thereof for any days which  
14 would have been worked within that part of the two (2) week period for which  
15 such notice was not given; provided, however, that no such advance notice  
16 or pay in lieu thereof shall be required for nurses who are discharged for  
17 violation of professional nursing ethics.

18  
19 **J. Review of Performance Following Discipline.** Upon request from a nurse  
20 who has received discipline, the Medical Center will review the nurse's  
21 performance and provide a written summary addressing the nurse's efforts at  
22 resolving the issues that led to the discipline. In responding to such requests,  
23 the time between the original disciplinary action and the nurse's request for a  
24 follow up review may be taken into account and reflected in the summary.  
25 The statement will be given to the nurse and placed in the nurse's personnel  
26 file.

27  
28 **K. Individual Work Plans.** Work plans are not disciplinary actions. The goal of  
29 a work plan is to provide a tool to enable a nurse to develop skills and/or  
30 improve performance. Work plans will outline job requirements, performance  
31 expectations, and objectives. The Medical Center will seek input from the  
32 nurse in the development of a plan, but the parties acknowledge that the  
33 Medical Center has the right to determine when to implement a plan and to

1 decide on the terms set forth in the development of the work plan. If a plan is  
2 in place and there is a significant change in circumstances (e.g., significant  
3 change in workload or assignment), the nurse may request an adjustment to  
4 the plan to address the changed circumstances.

5  
6 **L. Personnel File.** A nurse may review the contents of their personnel file upon  
7 request, in accordance with ORS 652.750. A nurse will also be permitted to  
8 submit to their personnel file a written rebuttal or explanation, which will be  
9 included with any documentation of discipline or discharge.

10  
11 **M. Exit Interview.** A nurse shall, upon request, be granted an interview upon  
12 the termination of the nurse's employment.

13  
14 **N. Assignment.** A nurse who is scheduled to work shall not be assigned to  
15 other than that nurse's scheduled working assignment because of the use of  
16 unscheduled nurses. The preceding sentence shall not apply if it would result  
17 in a nurse in the latter category being assigned to work for which such nurse  
18 is not qualified; however, when such nurse(s) is needed, the Medical Center  
19 shall make a reasonable effort to obtain a nurse who is qualified.

20  
21 **O. Video Surveillance.** There will be no video surveillance cameras placed  
22 where employees would have a reasonable expectation of privacy.

23  
24 **ARTICLE 12 – RESTROOMS AND LOCKERS**

25 Restrooms and lockers shall be provided by the Medical Center. Each unit will have  
26 a mechanism for mail delivery (e.g. mailboxes or file cabinets – labeled with their full  
27 name) available for nurses in their departments. The Medical Center will make good  
28 faith reasonable efforts to provide a room for nurses to rest during breaks, which is  
29 reasonably accessible to the nurses on the unit. If a nurse or the Union has  
30 concerns about the provision of a room for breaks, prior to filing a grievance alleging  
31 that such a good faith reasonable effort is lacking, the nurse or the Union should

1 raise the issue at the Task Force where the parties will discuss potential for  
2 resolution of the concerns.

3  
4 **ARTICLE 13 – LEAVES OF ABSENCE**

5 **A. Leaves Without Pay (Non-Medical).** Leaves of absence without pay may be  
6 granted to regular nurses, who have been continuously employed for at least  
7 six (6) months, at the option of the Medical Center for good cause shown  
8 when applied for in writing in advance, except that no leaves of absence for  
9 extended professional study purposes will be granted between June 1 and  
10 September 1 each year unless it is an approved Providence Bachelors of  
11 Science of Nursing Program with a leave requirement. Leaves of absence  
12 will be granted only in writing. However, a nurse will be deemed to be on a  
13 leave of absence from the beginning of any approved period of unpaid  
14 absence, other than layoff, regardless of the completion of paperwork under  
15 this section.

16  
17 **B. Medical Leaves.**

- 18 1. Family Medical Leave Act/Oregon Family Leave Act (FMLA/OFLA).  
19 Parental, family medical, and workers' compensation leaves of  
20 absence will be granted in accordance with applicable law.  
21
- 22 2. Medical Leave of Absence. Regardless of eligibility for leave under  
23 FMLA or OFLA, nurses who have completed the first six (6) months of  
24 employment are eligible for up to six (6) months of leave to care for  
25 their own serious health condition (including maternity). Such leave  
26 will not be taken on an intermittent basis. Time taken under FMLA or  
27 OFLA will count toward the six (6) month maximum. Benefits will  
28 continue as required under FMLA, or as long as the nurse is using  
29 appropriate paid time off as outlined in Article 5. Nurses are not  
30 guaranteed reinstatement while on non-FMLA or non-OFLA medical  
31 leave to the same position except (a) as required by law or (b) as  
32 stated in Section I ("Return from Leave") below.

- 1 **C. Military Leave.** Leaves of absence for service in the Armed Forces of the  
2 United States will be granted in accordance with federal law. A leave of  
3 absence granted for annual military training duty, not to exceed two (2)  
4 weeks, shall not be charged as vacation time unless requested by the nurse.  
5
- 6 **D. Mission Leave.** Any nurse may request a personal leave of absence for the  
7 purpose of medical mission work. The nurse will provide documentation  
8 demonstrating that the work is in furtherance of Providence's mission. Such  
9 leave will be granted only with the approval of the nurse's manager. The  
10 nurse may use PTO during the time of the leave, or, with manager approval,  
11 take the leave unpaid.  
12
- 13 **E. Benefits While on Leave.** A nurse will not lose previously accrued benefits  
14 as provided in this Agreement but will not accrue additional benefits during  
15 the term of a properly authorized leave of absence. A nurse's anniversary  
16 date for purposes of wage increases and vacation accrual rates shall not be  
17 changed because of being on a leave for thirty (30) days or less.  
18
- 19 **F. Bereavement Leave.** A regular nurse who has a death in the nurse's family  
20 will be granted time off with pay as follows: up to three (3) days will be paid  
21 when the days that the nurse needs to be absent fall on the nurse's regular  
22 workdays to attend a funeral or memorial service of a member of the nurse's  
23 immediate family (provided that the leave is taken within a reasonable time of  
24 the family member's death). A member of the nurse's immediate family for  
25 this purpose is defined as the parent, grandparent, mother-in-law,  
26 father-in-law, spouse, child (including foster child), grandchild, sibling of the  
27 nurse; parent, child, or sibling of the nurse's spouse; spouse of the nurse's  
28 child; the parent of the nurse's minor child; or other person whose  
29 association with the nurse was, at the time of death, equivalent to any of  
30 these relationships.



1 **G. Jury Duty.** A nurse who is required to perform jury duty will, if they request,  
2 be rescheduled to a comparable schedule on day shift during the Monday  
3 through Friday period and be permitted the necessary time off from such new  
4 schedule to perform such service, for a period not to exceed two (2) calendar  
5 weeks per year. A nurse who is required to perform jury duty will be paid the  
6 difference between the nurse's regular straight-time pay for the scheduled  
7 workdays they missed and the jury pay received, provided that they have  
8 made arrangements with the nurse's manager in advance. The nurse must  
9 furnish a signed statement from a responsible officer of the court as proof of  
10 jury service. A nurse must report for work if the nurse's jury service ends on  
11 any day in time to permit at least four (4) hours' work in the balance of the  
12 nurse's normal workday.

13  
14 **H. Appearance as a Witness.** Nurses who are subpoenaed to appear as a  
15 witness in a court case, in which neither nurses nor the Union is making a  
16 claim against the Medical Center, involving their duties at the Medical Center,  
17 during their normal time off duty will be compensated for the time spent in  
18 connection with such an appearance as follows: They will be paid their  
19 straight-time rate of pay, not including shift differential, provided that the  
20 subpoenaed nurse notifies the Medical Center immediately upon receipt of  
21 the subpoena. Such pay will not be deemed to be for hours worked. They will  
22 also be given, if they so request, equivalent time off from work in their  
23 scheduled shift immediately before or their scheduled shift immediately after  
24 such an appearance, provided that the subpoenaed nurse makes the request  
25 immediately upon receipt of the subpoena.

26  
27 **I. Return from Leave.**

28 1. A nurse who continues to be absent following the expiration of a  
29 written leave of absence, or emergency extension thereof granted by  
30 the Medical Center, is subject to discipline, suspension or discharge.

1           2.     The following provisions apply to leaves other than those under FMLA,  
2           OFLA and workers' compensation: Upon completion of a leave of  
3           absence of sixty (60) days or less, the nurse will be reinstated in the  
4           nurse's former job (including position, unit, shift and schedule). Upon  
5           completion of a leave of absence of over sixty (60) days, the nurse will  
6           be offered reinstatement to the nurse's former job (including position,  
7           unit, shift and schedule), if such job has not been filled. If such job has  
8           been filled, the nurse will be given preference for a vacancy for which  
9           the nurse applies in the same or a lower position on the nurse's former  
10          shift which the nurse is qualified to fill and, if the former job thereafter  
11          becomes available within one hundred fifty (150) days of  
12          commencement of such leave, preference upon application for the  
13          nurse's former job (including position, unit, shift and schedule). The  
14          layoff provisions of Article 24 of this Agreement are not applicable to a  
15          nurse who is eligible for reinstatement, but has not yet been  
16          reinstated, under the preceding two (2) sentences; except for  
17          purposes of the recall provision. Under the recall provision, such a  
18          nurse's position for recall from among the nurses eligible for recall will  
19          be determined as if the nurse was laid off in accordance with their  
20          seniority.

21                   (Leaves of absence for educational purposes are also referred to in  
22                   the Professional Development article of this Agreement.)

23

24                                   **ARTICLE 14 – HEALTH AND WELFARE**

25     **A.**     Laboratory examinations and prophylactic treatments, when indicated  
26             because of exposure to communicable diseases at work, shall be provided  
27             by the Medical Center without cost to the nurse.

28

29     **B.**     The Medical Center will provide annual complete blood count and  
30             sedimentation rate determination, basic metabolic panel, and urinalysis at no  
31             cost to the nurse. A nurse, upon request, will be furnished a copy of all  
32             results of the aforementioned tests.

1 **C.** The Medical Center will provide Group Life Insurance on the same terms as  
2 provided to a majority of the Medical Center's other employees.

3

4 **D.** Each actively working regular nurse will participate in the benefit program  
5 offered to a majority of the Medical Center's other employees, in accordance  
6 with their terms and Appendix D. From the Providence benefits program, the  
7 nurse will select: (1) medical coverage (Health Reimbursement Medical Plan  
8 or Health Savings Medical Plan: effective January 1, 2020, the EPO Plan will  
9 be added as a third plan option), (2) dental coverage (Delta Dental PPO  
10 1500 or Delta Dental PPO 2000), (3) supplemental life insurance,  
11 (4) voluntary accidental death and dismemberment insurance, (5) dependent  
12 life insurance, (6) health care Flexible Spending Account (FSA), (7) day care  
13 Flexible Spending Account (FSA), (8) long term disability coverage, and (9)  
14 short term disability, and (10) vision coverage. The Medical Center will offer  
15 all such benefits directly or through insurance carriers selected by the  
16 Medical Center.

17

18 **E.** The nurse will pay, by payroll deduction unless some other payment  
19 procedure is agreed to by the nurse and the Medical Center, the cost of the  
20 total benefits selected which exceeds the portion paid by the Medical Center  
21 under the preceding section.

22

23 **F.** Providence will provide a short-term disability and paid parental leave  
24 benefit.

25 1. Short-term disability and paid parental leave will be paid at sixty-six  
26 and two-thirds percent (66.67%) of the employee's base rate of pay  
27 plus all applicable shift, certification, clinical ladder, and charge nurse  
28 differentials provided under Appendix A and Appendix C, at the time of  
29 use.

30

31 2. Beginning the first full pay period in 2024, the Medical Center will  
32 provide an enhanced short-term disability benefit, in which benefit-  
33 eligible caregivers will be eligible for up to eight (8) weeks of leave

1 with one hundred percent (100%) pay following the seven (7) day  
2 waiting period (when PTO can be used) and then sixty-six and two-  
3 thirds percent (66.67%) thereafter for a combined total of twenty-six  
4 (26) weeks, including base pay plus all applicable shift, certification,  
5 clinical ladder, and charge nurse differentials provided under Appendix  
6 A & Appendix C, at the time of use.

7  
8 **G.** For the term of this collective bargaining agreement, the Medical Center will  
9 not make any significant or material changes in the medical, dental, and  
10 vision insurance plan design with regard to (a) amount of the in-network net  
11 deductible (defined as deductible minus monetary contributions from the  
12 Medical Center for either the HRA or the HSA); (b) the percentage of  
13 employee medical premium contributions; (c) annual out-of-pocket  
14 maximums for in-network expenses; and (d) amount of spousal surcharge.  
15 The spousal surcharge will be the only such surcharge in the medical and  
16 dental insurance plan.

17  
18 **H.** For the term of the collective bargaining agreement the Medical Center will  
19 not charge or create any significant or material newly contemplated never  
20 before charged fee for the medical, dental and vision insurance plans.

21  
22 **ARTICLE 15 – PENSIONS**

23 **A.** Nurses will participate in the Medical Center’s retirement plans in accordance  
24 with their terms.

25  
26 **B.** At the time of ratification, the retirement plans include:

- 27 1. the Core Plan (as frozen);  
28  
29 2. the Service Plan;  
30  
31 3. the Value Plan (403(b)); and  
32



1 hours for all such nurses, to attend to official union business, as outlined  
2 below.

3 1. Nurses must submit such a request for time off as soon as possible  
4 but no later than the schedule cutoff date, when possible.

5  
6 2. Nurses who submit requests pursuant to this Section C will be  
7 permitted to either

8 (a) Use accrued but unused PTO in the nurse's account; or

9  
10 (b) Access a bank of one hundred twenty (120) hours per calendar  
11 year, if the nurse's accrued PTO account is then at eighty (80)  
12 hours or less. Nurses who access this bank of unpaid hours will  
13 be permitted to take time off without loss of PTO.

14  
15 3. If more than three (3) nurses on the same unit and shift request time  
16 off pursuant to this Section C for the same or overlapping periods of  
17 time, the Medical Center will determine whether all of the nurses'  
18 requests may be granted, consistent with patient care needs, and, if  
19 such requests cannot be granted, the Medical Center will meet with  
20 the Union to determine which of the nurses' requests will be granted.  
21 The parties commit to the importance of participation of nurses in  
22 contract negotiations. The members of the Union negotiating team will  
23 work with their managers to make good faith attempts to adjust their  
24 schedules to accommodate negotiations, including arranging for  
25 schedule trades. If they are unsuccessful, the parties will promptly  
26 discuss the issue to strive to mutually reach a solution to better ensure  
27 staff nurses are included in scheduled negotiations.

28  
29 **D.** The Union will supply the Medical Center with a list of designated Union  
30 Stewards from among the various units of the Medical Center.

1 **E.** The Medical Center will supply the Union chair at the Medical Center and the  
2 Union monthly, by electronic means, a list of all bargaining unit nurses  
3 showing their addresses, listed telephone numbers, beginning dates of their  
4 last period of continuous employment, status (full-time, part-time, or per  
5 diem), and the assigned shifts and unit of each nurse. The Medical Center  
6 will also supply each month a list showing the names and addresses of all  
7 nurses who terminated during the preceding month.

8

9 **F.** The Medical Center will post a seniority list, sorted by unit, on the Medical  
10 Center's nursing intranet site three (3) times a year. The seniority list will  
11 include the name of each nurse and the nurse's total number of seniority  
12 hours. The Medical Center will email the seniority list to the Union Chair and  
13 the ONA Labor Representative when it is posted to the intranet.

14

15

#### **ARTICLE 17 – NO STRIKE**

16 **A.** In view of the importance of the operation of the Medical Center's facilities to  
17 the community, the Medical Center and the Union agree that there shall be  
18 no lockouts by the Medical Center and no strikes, picketing or other actual or  
19 attempted interruptions of work by nurses or the Union during the term of this  
20 Agreement.

21

22 **B.** The Medical Center and the Union further agree that there shall be no  
23 sympathy strikes by nurses or the Union during the term of this Agreement.  
24 If, however, an individual nurse in good conscience does not want to cross a  
25 lawful primary picket line, the nurse may request absent time without pay or  
26 benefits. Such request will be considered by the Medical Center, which may  
27 grant the request if it determines, in its sole discretion, that patient care will  
28 not be adversely affected. If the request is not granted, it shall not be a  
29 violation of this Article for a nurse to engage in sympathy picketing on the  
30 nurse's own time, in support of the lawful primary picket line, if such picketing  
31 does not interfere with the nurse's assigned hours of work.

1 **ARTICLE 18 - GRIEVANCE PROCEDURE**

2 **A.** A grievance is defined as any dispute by a nurse over the Medical Center's  
3 interpretation and application of the provisions of this Agreement. During a  
4 nurse's probationary period, the nurse may present grievances under this  
5 Article to the same extent as a nurse, except that the question of a  
6 probationary nurse's continued employment shall be determined exclusively  
7 by the Medical Center and shall not be subject to this Article.

8  
9 A nurse or nurses who believe that the Medical Center has violated  
10 provisions of this Agreement is encouraged to discuss the matter with the  
11 nurse's manager before undertaking the following grievance steps. A  
12 grievance shall be presented exclusively in accordance with the following  
13 procedure:

- 14 • Step 1: The grievance will be presented on a Union-developed  
15 grievance form to the aggrieved nurse(s)' unit manager within fourteen  
16 (14) days of when the Union or the nurse(s) knew or should have  
17 known of the violation. The unit manager, Union representative, and  
18 the nurse(s) involved shall promptly meet at a mutually scheduled  
19 time, to discuss and attempt to resolve the issue. The unit manager  
20 shall respond to the Union representative in writing within fourteen  
21 (14) days from the date of the meeting. If the unit manager does not  
22 respond, the grievance will be considered denied effective fourteen  
23 (14) days from the date of the meeting. Group grievances in which  
24 four (4) or more nurses are involved in the same issue, will be initiated  
25 at Step 2, unless all nurses involved share the same unit manager, in  
26 which case the grievance shall be initiated at Step 1.

- 27  
28 • Step 2: If the grievance is denied, the Union or the aggrieved nurse(s)  
29 may appeal it in writing to the appropriate nursing director within  
30 fourteen (14) days of the unit manager's denial. The nursing director,  
31 Union representative and the nurse(s) shall promptly meet at a  
32 mutually scheduled time to discuss and attempt to resolve the issue.  
33 The nursing director shall respond to the Union representative within



1                   fourteen (14) days from the date of the meeting. If the nursing director  
2                   does not respond, the grievance will be considered denied effective  
3                   fourteen (14) days from the date of the meeting.

- 4
- 5                   • Step 3: If the grievance is still denied, the Union or the aggrieved  
6                   nurse(s) may appeal it in writing to the Chief Nursing Officer within  
7                   fourteen (14) days of the nursing director's denial. The Chief Nursing  
8                   Officer, Union representative and the nurse(s) shall promptly meet at a  
9                   mutually scheduled time to discuss and attempt to resolve the issue.  
10                  The Chief Nursing Officer shall respond to the Union representative  
11                  within fourteen (14) days from the date of the meeting. If the Chief  
12                  Nursing Officer does not respond, the grievance will be considered  
13                  denied effective fourteen (14) days from the date of the meeting.

- 14
- 15                  • Step 4: Arbitration. If the grievance is still denied following Step 3, the  
16                  Union may submit the grievance to an impartial arbitrator for  
17                  determination by notifying the Medical Center in writing of such  
18                  submission within fourteen (14) days of the Chief Nursing Officer's  
19                  denial.

20

21 **B.**    It is the intent of the parties that meeting(s) will be held at Steps 1, 2 and/or 3  
22           among the grievant, the Union and the Medical Center. At such meeting(s),  
23           the grievance will be discussed in good faith. The parties may mutually agree  
24           in writing not to hold any of the meetings in Steps 1 through 3. If the parties  
25           agree not to hold a meeting, the grievance will be advanced to the next step.

26

27 **C.**    A grievance will be deemed untimely if the time limits set forth above for  
28           presentation or escalation of a grievance to a step are not met, unless the  
29           parties agree in writing to extend such time limits.

30

31 **D.**    If the parties are unable to mutually agree upon an arbitrator at Step 4, the  
32           arbitrator shall be chosen from a list of five (5) names furnished by the

1 Federal Mediation and Conciliation Service. The parties shall alternately  
2 strike one (1) name from the list, with the first strike being determined by a  
3 flip of a coin, and the last name remaining shall be the arbitrator for the  
4 grievance.

5

6 **E.** The arbitrator's decision shall be rendered within thirty (30) days after the  
7 grievance has been submitted to the arbitrator, unless the parties by mutual  
8 agreement extend such time limit.

9

10 **F.** The decision of the arbitrator shall be final and binding on the grievant and  
11 the parties, except that the arbitrator shall have no power to add to, subtract  
12 from or change any of the provisions of this Agreement or to impose any  
13 obligation on the Union or the Medical Center not expressly agreed to in this  
14 Agreement.

15

16 **G.** The fee and expenses of the arbitrator shall be borne by the losing party, if  
17 the arbitrator designates a losing party, except that each party shall bear the  
18 expenses of its own representation and witnesses.

19

20 **H.** As used in this Article, "day" means calendar day.

21

## 22 **ARTICLE 19 – WORKPLACE SAFETY**

23 **Health and Safety Laws.** The Medical Center will follow all local, state, and federal  
24 laws applicable to health and safety.

25

26 **Personal Protective Equipment.** The Medical Center agrees to provide all  
27 necessary personal protective equipment. Nurses shall be permitted to use such  
28 equipment according to the manufacturer's standards.

29

30 **Occupational Exposure.** The Medical Center will notify nurses in a timely manner  
31 when it is aware of an occupational exposure to infectious disease. When a nurse is  
32 exposed, as determined by Caregiver Health, to a disease which requires

1 immunization, testing, or treatment, the nurse will be provided immunization against,  
2 testing for, and/or treatment for such communicable disease without cost to the  
3 registered nurse. The nurse will be paid for all actual time, including travel time,  
4 related to testing as a result of occupational exposures.

5  
6 The Medical Center will develop a process for expedited testing related to  
7 occupational exposures and bring it to Task Force.

8  
9  
10 **ARTICLE 20 – PROFESSIONAL DEVELOPMENT**

11 **A.** The Medical Center shall provide counseling and evaluations of the work  
12 performance of each nurse covered by this Agreement not less than once (1)  
13 per year.

14  
15 **B.** The Medical Center agrees to maintain a continuing in-service education  
16 program for all personnel covered by this Agreement. In the event a nurse is  
17 required by the Medical Center to attend in-service education functions  
18 outside the nurse’s normal shift, they will be compensated for the time spent  
19 at such functions at the nurse’s base rate of pay as well as the applicable  
20 shift differential to which the nurse is assigned. The term “in-service  
21 education” shall include the Medical Center requested individual training in  
22 specialty as well as other educational training. If the Medical Center  
23 specifically instructs a nurse, in writing, to purchase instructional materials or  
24 equipment for mandatory in-service education, the Medical Center will  
25 reimburse the nurse for the reasonable cost of such materials. Before  
26 incurring any such expense, the nurse must seek the written approval of  
27 his/her manager.

28  
29 **C.** The philosophy of the Medical Center’s orientation program shall be to  
30 provide the newly graduated registered nurse employee with a supervised  
31 first hospital work experience. In accordance with this policy, the Medical  
32 Center agrees to maintain an orientation program to help newly graduated  
33 registered nurses achieve clinical nursing experience. The Medical Center

1 further agrees to discuss in advance any changes in Medical Center  
2 orientation program with the ONA Task Force.

3  
4 **D.** The Medical Center endorses the concept of professional improvement  
5 through continuing professional education. The Medical Center may grant  
6 unpaid educational leaves of absence of up to one (1) year. Extensions of  
7 time beyond one (1) year may be granted at the discretion of the Medical  
8 Center. Paid educational leaves of absence will be granted consistent with  
9 prudent Medical Center management. The Medical Center will attempt to  
10 offer educational leave opportunities to as broad a spectrum of its nurses as  
11 practicable under existing circumstances.

12  
13 **E.** Nurses shall make reasonable efforts to complete mandatory education  
14 (such as HealthStream) and the annual nursing evaluation during regularly  
15 scheduled shifts. A nurse who is finding it difficult to find adequate  
16 uninterrupted time away from patient care duties to complete mandatory  
17 education or the nursing evaluation may bring this difficulty to the attention of  
18 their manager. The nurse and the manager will then work together to  
19 schedule a reasonable amount of paid time away from patient care,  
20 consistent with patient care needs, for the nurse to complete the education or  
21 evaluation. If after discussing the issues with the manager the nurse  
22 continues to find it difficult to find adequate uninterrupted time away from  
23 patient care duties to complete mandatory education or the nursing  
24 evaluation, the nurse may escalate the concern through the chain of  
25 command.

26  
27 **F.** For any education time, the nurse will apply in advance to the appropriate  
28 nursing manager or designee for approval prior to the requested time.  
29 Approval of such requests will be granted or denied within two (2) weeks of  
30 application.

31  
32 **G.** During each calendar year, the Medical Center will provide paid non-  
33 mandatory educational leave as follows:

- 1           1.     Sixteen (16) hours of paid educational leave for use by each full-time  
2                     nurse, and each part-time nurse, who worked at least eight hundred  
3                     (800) hours in the preceding calendar year, to attend educational  
4                     programs on or off the Medical Center premises which are related to  
5                     clinical nursing matters where attendance would be of benefit to both  
6                     the Medical Center and the nurse. Any full-time or part-time nurse who  
7                     has not worked at least eight hundred (800) hours due to an approved  
8                     leave of absence may request an exception.  
9
- 10           2.     Each per diem nurse who worked at least eight hundred (800) hours in  
11                     the preceding calendar year may apply for a maximum of eight (8)  
12                     hours of educational leave under this paragraph. The Medical Center  
13                     will provide a quarterly report to Professional Nursing Care Committee  
14                     showing the number of educational leave hours used by registered  
15                     nurses.  
16
- 17           3.     At the time the leave is approved, the nurse and the manager will  
18                     agree on a format and/or process for the purpose of sharing the  
19                     contents of the educational program, upon return from the leave.  
20                     The Medical Center may grant more extended educational leave in  
21                     cases it deems appropriate.  
22
- 23           4.     The first (1<sup>st</sup>) year's educational leave shall be available for use in the  
24                     calendar year in which the nurse reaches their first (1<sup>st</sup>) anniversary  
25                     date of employment as a nurse, but may not be used until after such  
26                     anniversary date. Each subsequent calendar year's educational leave  
27                     shall be available for use during such calendar year.  
28
- 29           5.     Specific programs are subject to prior approval by the Medical Center.  
30                     Requests for educational leave and the Medical Center's response will  
31                     be in writing on the Medical Center's form(s). The nurse will make best  
32                     efforts to submit their education leave request prior to the schedule  
33                     posting. If the nurse is requesting educational leave after the schedule

1 is posted, the nurse will exhaust all efforts to find a replacement for  
2 them to attend appropriate educational events. If all options have been  
3 exhausted the Nurse Managers will evaluate additional educational  
4 requests and may approved based on staffing levels/needs. If a  
5 request for educational leave is not approved, the nurse may ask the  
6 Professional Nursing Care Committee to review the request. The  
7 PNCC will review the request and forward its recommendation and  
8 explanation to the division director in charge of the nurse's unit. The  
9 division director's decision will be final and binding on all concerned.

10  
11 6. Educational leave not used by nurses in the applicable year shall be  
12 waived, except that if the reason for not using the educational leave in  
13 the year is that it was not approved by the Medical Center, after  
14 having been requested no later than one (1) month before the end of  
15 such year, the waiver shall not become effective until three (3) months  
16 following the end of such year.

17  
18 7. Upon return from an educational leave, the nurse will, upon request by  
19 the Medical Center, submit a report or make an oral presentation for  
20 the purpose of sharing the contents of the educational program.

21  
22 **H. Education Fund.** The Medical Center will provide up to one hundred and  
23 seventy-five thousand dollars (\$175,000) In each calendar year of the  
24 contract, for assistance for regular full time, part time and per diem nurses for  
25 registration fees and required materials. For in person/off site travel for  
26 educational courses, reasonable travel, lodging, meals and or parking  
27 expenses will be reimbursed in accordance with organizational standards for  
28 business travel. A regular status nurse will be eligible for up to four hundred  
29 and seventy-five dollars (\$475) per calendar year from the above annual  
30 amount. A per diem nurse will be eligible for up to two hundred and twenty-  
31 five dollars (\$225) per calendar year from the above annual amount, if the  
32 nurse has worked at least eight hundred (800) hours in the immediately  
33 preceding calendar year.

- 1           1.       Registered nurses will apply for funds via the Medical Center’s form  
2                   for continuing education, reimbursement and certification resources.  
3                   (a) The registered nurse will be notified whether the request is  
4                           approved or denied within two weeks of application.  
5  
6                   (b) Payment up to the registered nurse’s eligibility amount will be  
7                           made to the registered nurse after completion of the course. The  
8                           registered nurse will submit the required materials following the  
9                           completion of the course, including certification of attendance and  
10                           itemized receipts. The Medical Center may, in its discretion,  
11                           provide additional sums as it deems appropriate.  
12  
13           2.       At the end of a calendar year, any funds remaining unpaid from the  
14                   above annual amount will be prorated and paid to registered nurses  
15                   who applied for and would have received further assistance if there  
16                   had been no maximum annual amount per registered nurse. No  
17                   registered nurse will receive payments under this paragraph in excess  
18                   of the registered nurse’s actual expenses.  
19  
20           3.       The Medical Center will provide the Professional Nursing Care  
21                   Committee with a quarterly report of the amount of education funds  
22                   used.  
23

24   **I.       Tuition Reimbursement.** Registered nurses are eligible to receive tuition  
25                   reimbursement per calendar year in accordance with the terms of the  
26                   Medical Center policy. Eligibility requirements:

- 27                   • Benefit eligible with 0.5 or higher
- 28                   • In good standing for previous six (6) months
- 29                   • Eligible upon ninety (90) days of the most recent date of hire

30  
31                   A full-time registered nurse (0.9 FTE and above) who meets eligibility  
32                   requirements may receive up to five thousand-two hundred and fifty dollars

1 (\$5,250) per calendar year. A part time registered nurse may receive up to a  
2 prorated amount in accordance with their FTE.

3  
4 **ARTICLE 21 – PROFESSIONAL NURSING CARE COMMITTEE**

5 **A.** The Employer recognizes the Professional Nursing Care Committee (PNCC)  
6 as a resource to direct care nurses at PPMC on matters related to patient  
7 care and professional development.

8  
9 **B. Committee Members.** The nurses in the bargaining unit shall elect from its  
10 membership not to exceed eight (8) members of the unit who shall constitute  
11 the Professional Nursing Care Committee. The Employer shall provide two-  
12 hundred twenty (220) paid hours in aggregate per fiscal year for PNCC  
13 members to attend to PNCC responsibilities described herein.

14  
15 **C. Attendance at Committee Meetings.** Nurses will seek to obtain, as far in  
16 advance as possible, scheduled non-productive time for attendance at  
17 committee meetings covered in this agreement. Members of Management  
18 will undertake reasonable efforts in assisting the nurse to obtain and in  
19 granting the requested time off. If a nurse arranges for coverage by a  
20 qualified nurse which does not lead to overtime or premium pay, the  
21 coverage will be approved.

22  
23 **D.** This Committee shall meet not more than once a month at such times so as  
24 not to conflict with the routine duty requirements.

25  
26 **E.** The Committee shall establish a charter in partnership with the CNO, prepare  
27 agendas, and keep minutes for all of its meetings, copies of which shall be  
28 provided to the Medical Center's designated nurse executive within a month  
29 after each meeting. The minutes shall be made available on the Nursing  
30 Portal.



1 **F.** The Committee shall consider matters which are not proper subjects to be  
2 processed through the grievance procedure, including the improvements of  
3 patient care and nursing practice.

4

5 **G.** The Medical Center recognizes the responsibility of the Committee to  
6 recommend measures objectively to improve patient care and will duly  
7 consider such recommendations and will so advise the Committee of action  
8 taken.

9

10 **ARTICLE 22 – SENIORITY**

11 **A. Continuous Employment.** The performance of all scheduled hours of work  
12 including time off because of vacation, paid sick leave, and authorized leaves  
13 of absence, which has not been interrupted by the occurrence of the  
14 following:

15 1. Voluntary Termination.

16

17 2. Is discharged for proper cause.

18

19 3. Layoff for lack of work which has continued for twelve (12)  
20 consecutive months.

21

22 4. Is absent from work without good cause for three (3) consecutive  
23 working days without notice to the Medical Center.

24

25 5. Fails to report for work promptly without good cause after an accident  
26 or illness when released to return to work by physician or other health  
27 care practitioner.

28

29 **B. Definition.** Seniority shall mean the length of continuous employment by the  
30 Medical Center. If a nurse enters bargaining unit employment, for the first  
31 time, from other non-bargaining unit Medical Center employment without a  
32 break in Medical Center employment, the nurse's seniority will be limited to a

1 maximum of three (3) years. A nurse who moves from bargaining unit  
2 employment into an interim supervisory position within Medical Center  
3 employment, without a break in Medical Center employment, will accrue  
4 additional seniority while not in bargaining unit employment. Otherwise, the  
5 nurse will not accrue additional seniority but will retain his/her seniority for  
6 use if the nurse later returns to bargaining unit employment within twelve (12)  
7 months or less, and without a break in Medical Center employment. All such  
8 seniority will be computed on the basis of hours paid at straight-time rates or  
9 higher, plus hours not worked as a result of Article 25 (together called  
10 “seniority hours”), subject to the following:

- 11 1. For the period prior to June 27, 1993, and for any periods of seniority  
12 defined above as in addition to covered employment, the seniority  
13 hours will be deemed to be equal to forty (40) hours per week.  
14
- 15 2. Within thirty (30) days of the close of the last pay period beginning in  
16 the months of December, April, and August (three (3) times a year)  
17 the Medical Center will furnish to the Union a seniority list of nurses in  
18 the bargaining unit covering seniority hours through such pay period.  
19 The seniority of the nurses on the semi-annual list will be fixed upon  
20 issuance of the list until the next semi-annual seniority list is issued.  
21
- 22 3. Between seniority lists, nurses entering the bargaining unit (a) with  
23 accrued seniority under this Section B, will be added to the most  
24 recently furnished seniority list in accordance with their seniority  
25 hours; or (b) without accrued seniority, will be deemed to have less  
26 seniority than all nurses with accrued seniority. The length of  
27 continuous service of nurses without accrued seniority will be based  
28 on their most recent date of starting work (not seniority hours) until  
29 they are placed on a seniority list at which time their length of  
30 continuous service will be computed as set forth above.

- 1           4.     A bargaining unit nurse who returns to bargaining unit employment  
2                     within twelve (12) months or less of ending employment will have his  
3                     or her seniority restored back to the date employment was ended.

4  
5                     **ARTICLE 23 – FILLING OF VACANCIES AND JOB POSTING**

6     **A.     Job Posting.** When the Medical Center intends to fill a general duty or  
7                     charge nurse vacancy, it will post the vacancy for no less than seven (7)  
8                     days and shall not fill the vacancy, except temporarily, for seven (7) days  
9                     beginning with the date when first posted. The information provided with such  
10                    posting will include the unit, FTE, and shift(s). A nurse who desires to fill such  
11                    vacancy may apply in writing and, if the nurse applies during such seven (7)  
12                    day period, shall be eligible for the opportunity under Article 22.

13           1.     No vacancy under this Article will be deemed to exist when the  
14                     Medical Center and a regularly scheduled nurse mutually agree, not  
15                     more than once per calendar year, to increase or decrease the nurse's  
16                     scheduled hours per week by no more than one (1) shift. If two (2) or  
17                     more nurses on the same shift of a patient care unit are willing to enter  
18                     into an agreement under the preceding sentence, the most senior  
19                     such nurse will be given preference, provided the nurse is qualified  
20                     and the extra hours, if any, will not result in scheduled overtime hours.

21  
22           2.     Notwithstanding the forgoing, the Medical Center may temporarily  
23                     schedule new graduate/new-to-specialty nurses onto a day or night  
24                     shift based on operational needs for the duration of the residency plus  
25                     up to an additional one hundred twenty (120) days. Should a vacancy  
26                     exist, it will be posted according to the provisions of this article.

27  
28           3.     Upon notice of upcoming registered nurse vacancies, the Medical  
29                     Center shall post the vacant position within two weeks of receiving the  
30                     notification, unless determining factors require additional consideration  
31                     and time to determine need for posting.

1 4. Prior to utilizing a Travel/Agency nurse, the Medical Center shall offer  
2 vacant shifts to its regular nurses who are qualified to perform the  
3 work.

4  
5 **B. Seniority Consideration.**

6 1. For Charge Nurse vacancies, the Medical Center shall consider  
7 factors including whether the nurse meets both required and preferred  
8 qualifications as set forth on the job description, history of job  
9 performance, and the nurse's performance in the select interview  
10 process. In the event that two (2) or more candidates' qualifications  
11 are substantially equal, the position will be awarded on the basis of  
12 seniority. The Medical Center shall make the choice, according to the  
13 above-stated standards, objectively applied, with input from a unit-  
14 based committee that will include bargaining unit nurses. The  
15 candidates interviewed shall be given the opportunity to supply the  
16 committee with a brief written resume, summarizing the candidate's  
17 past experience, length of experience, reason for application and  
18 qualifications.

19  
20 2. For all other vacancies, qualified senior nurses will be given  
21 preference within their areas of experience and qualifications. A  
22 qualified nurse who has worked at least one (1) year continuously in a  
23 unit as of the time when the nurse applies for a vacancy on another  
24 shift within that same unit will be deemed to have seniority for this  
25 purpose equal to their seniority as defined in Article 22, plus the length  
26 of service in the unit. A qualified nurse who has worked at least one  
27 (1) year continuously in a permanent nursing float pool cluster as of  
28 the time when the nurse applies for a vacancy on another shift within  
29 that cluster will be deemed to have seniority for this purpose equal to  
30 their seniority as defined in Article 22, plus one-half ( $\frac{1}{2}$ ) the length of  
31 service in the cluster. When all applicants for the vacancy who do not  
32 come within the preceding sentence have been eliminated from  
33 consideration for any reason under this Article, the remaining

1 applicants for the vacancy will be deemed to have seniority for this  
2 purpose equal to their seniority as defined in Article 22.

3  
4 3. To exercise seniority in any position, the senior nurse must agree to  
5 work the number of days or weeks of the vacant position.

6  
7 **C. Alternative Process for FTE Changes.** Subject to operational needs, the  
8 Medical Center may solicit requests for FTE changes. Such solicitation will  
9 be posted via email to the unit for seven (7) days inviting nurses to identify  
10 their requested FTE in writing. To the extent that all such requests cannot be  
11 accommodated, available FTE reductions or FTE increases will be awarded  
12 by seniority per Section B2 above.

### 13 ARTICLE 24 – REDUCTION IN FORCE

14 **A.** A reduction in force is defined as the involuntary elimination of a regular  
15 nurse’s position or an involuntary reduction of a regular nurse’s scheduled  
16 hours or shifts.

17  
18 **B.** For purposes of this article, “qualified” means that the nurse is able to be  
19 precepted on site at the Medical Center up to six (6) weeks of assuming the  
20 new role or position.

21  
22 **C.** If the Medical Center determines that a reduction in force as defined in  
23 Section A of this article is necessary, a minimum of forty-five (45) days’  
24 notice will be given to the Union detailing purpose and scope of the reduction  
25 and the likely impacted unit or units, shifts, and positions. The Medical  
26 Center will provide the Union with a list of open RN positions at the Medical  
27 Center and, at the request of the Union, at any other Providence facilities  
28 within Oregon. An “open position” is any position for which the facility is still  
29 accepting applications.

1 **D.** Upon notice to the Union, representatives of the Medical Center and the  
2 Union will meet to discuss the scope of the reduction and the likely impacted  
3 unit or units, shifts, and positions as well as options for voluntary lay-offs,  
4 reduction of the scheduling of per diem nurses, conversion from regular  
5 nurse status to a per diem nurse and FTE reductions (full-time nurses going  
6 to part-time status). The Medical Center will consider the options suggested  
7 by the Union, but will not be required to implement the suggested options.

8  
9 **E.** If after meeting with the Union, the Medical Center determines that a  
10 reduction in force is still needed the nurse or nurses on the unit or units to be  
11 impacted will be given a minimum of thirty (30) days' notice. If there are any  
12 posted RN positions within the Medical Center at the time of a reduction in  
13 force, the Medical Center will wait to fill such positions with an external  
14 applicant until it has become clear which nurses will be impacted by the  
15 reduction in force (either laid off or displaced into another position), and  
16 those nurses have had an opportunity to apply for those positions. The  
17 Medical Center may immediately post and fill nursing positions if either (1) it  
18 is apparent that the nurses likely to be impacted by the reduction in force are  
19 not qualified for the open position or (2) the Medical Center has an urgent  
20 need to fill the position for patient care reasons. The Medical Center will  
21 inform other employers within Providence-Oregon of the existence of the  
22 reduction in force, and request that they consider hiring the impacted nurses,  
23 if any, for any open positions.

24  
25 **F.** Upon notification to the impacted nurse or nurses on the unit or units the  
26 Medical Center will displace the nurses in the following manner. Where more  
27 than one (1) nurse is to be impacted in a unit or units, the impacted nurses  
28 will progress through each step of the process as a group so that the nurse  
29 or nurses with the most seniority will have the first choice of displacement  
30 options and progress in a manner so that the nurse or nurses with the least  
31 seniority will have the least options.

32 1. The nurse or the nurses with the least seniority as defined in Article 22  
33 among the nurses in the shift or shifts of the patient care unit or units

1 where such action occurs, will be displaced from their position  
2 provided that the nurse or nurses who remain are qualified to perform  
3 the work. The displaced nurse or nurses whose position is taken away  
4 will become the displaced nurse or nurses for the purposes of the  
5 following subsections and will then have the following options:  
6

- 7 2. Any initially displaced nurse may, within seven (7) calendar days of his  
8 or her notification of the layoff, choose to accept layoff with severance  
9 pay in lieu of further layoff rights or options. Such severance pay will  
10 be based on the severance policy applicable to non-represented  
11 employees then in effect, except that the nurse will receive severance  
12 payments equal to seventy-five percent (75%) of the severance wages  
13 available to non-represented employees with the same number of  
14 years of service as the nurse. In order to receive severance payments,  
15 the nurse will be required to sign the Medical Center's standard  
16 severance agreement that includes a release of all claims (including  
17 the right to file any grievance relating to the nurse's selection for  
18 layoff). Any nurse who chooses severance (including a nurse who  
19 chooses severance and then refuses to sign the severance  
20 agreement) forfeits any further rights under this Article.

21 Severance is not available to nurses who become displaced due to  
22 the application of the "bumping rights" described below.  
23

- 24 3. If they do not accept severance, the displaced nurse or nurses will  
25 take the position of the least senior regular nurse in their same patient  
26 care unit or units, regardless of shift, provided they are qualified to  
27 perform the work of that position (the nurse or nurses whose position  
28 is thus taken will become the displaced nurse or nurses for the  
29 purposes of the following subsections); or

- 30  
31 4. The displaced nurse or nurses will take the position of the least senior  
32 regular nurse in any patient care unit in which the displaced nurse or

1 nurses is permitted to float, provided they are qualified to perform the  
2 work of that position (the nurse or nurses whose position is thus taken  
3 will become the displaced nurse or nurses for the purposes of the  
4 following subsections); or

5  
6 5. The displaced nurse or nurses will take the position of the least senior  
7 regular nurse or nurses in the bargaining unit, provided they are  
8 qualified to perform the work of the position. For this sub-section only  
9 a nurse is qualified to perform the work of a position if they have held  
10 a regular position performing the duties of that position at the Medical  
11 Center within the two (2) years immediately prior to the date the  
12 Medical Center provided notice to the Union of the need for a  
13 reduction in force. (The nurse or nurses whose position is thus taken  
14 will become the displaced nurse for purposes of the following  
15 subsection); or

16  
17 6. The displaced nurse will be laid off.

18  
19 **G.** In the event the Medical Center undergoes a layoff and a position exists in a  
20 unit affected by the layoff that requires special skills and/or competencies  
21 which cannot be performed by other more senior nurses in that unit, the  
22 Medical Center will notify the Union of the need to potentially go out of  
23 seniority order. The parties agree to promptly meet and discuss the unit,  
24 scope of layoff, the job skills required, and how to address the situation in  
25 order to protect seniority rights and care for patients. In analyzing the special  
26 skills and/or competencies, the ability to provide training to more senior  
27 nurses will be considered. Special skills and competencies will not include a  
28 specific academic degree, non-mandatory national certifications, disciplinary  
29 actions or work plans.

30  
31 **H.** Recall from a layoff will be in order of seniority, provided the nurse or nurses  
32 laid off is/are qualified to perform the work of the recall position. A displaced  
33 nurse under any of the preceding sections or subsections of this article,



1 including recalled nurses under the previous sentence, will be given  
2 preference for vacancies in the same unit and/or cluster, in order of their  
3 seniority. Such recall rights continue for up to twelve (12) months from date  
4 of displacement. It is the responsibility of the displaced nurse to provide the  
5 Medical Center with any changes in address, telephone number or other  
6 contact information. If the displaced nurse fails to provide the Medical Center  
7 with such changes and the Medical Center is unable to contact him or her  
8 with available contact information, they forfeit any recall rights.

9  
10 **ARTICLE 25 – LOW CENSUS**

11 **A.** In the event of nurses not working all or part of one (1) of their scheduled  
12 working days at the request of the Medical Center, the following order for  
13 assigning time off shall be used, provided the nurse remaining on the unit is  
14 qualified to perform the assignment:

15 1. Volunteers to take the time off (both regular and per diem nurses)  
16 shall be sought in the shift of the patient care unit, then the cluster (for  
17 those units in a cluster) affected, and then all medical surgical units  
18 together (for medical surgical units only) using the “Wants Off” list. For  
19 purposes of the preceding sentence, a “same shift and unit” and/or  
20 cluster (for those units in a cluster)” exists where both the volunteer  
21 and the per diem nurse on a shift of the same patient care unit and/or  
22 cluster (for those units in a cluster) have the same starting and ending  
23 times for that shift, consistent with Section B below.

24  
25 2. Agency or traveler nurses, followed by Sharecare nurses, will be  
26 assigned time off.

27  
28 3. Per diem and Regular nurses eligible for any time-and-one-half (1½)  
29 or other premium (for example, overtime and/or incentive pay) for  
30 working on the shift of the patient care unit and/or cluster (for those  
31 units in a cluster) affected will be assigned such time off using a

1 system of rotation. Per diem nurses shall be assigned low census  
2 prior to regular nurses.

3  
4 4. Per diem nurses who have worked twenty-four (24) hours in a week  
5 will be assigned low census prior to Per diem nurses who have not yet  
6 worked twenty-four (24) hours in a week. When no per diem nurse has  
7 worked twenty-four (24) hours in a week, per diem nurses will be  
8 assigned low-census using the system of rotation visible to all nurses  
9 on the Providence Employee Intranet.

10  
11 5. The remaining regular nurses on the shift of the patient care unit  
12 and/or cluster (for those units in a cluster) affected (for the Med-Surg  
13 units only, all Med-Surg units will be counted together) will be  
14 assigned mandatory low census based on who has the lowest "Factor"  
15 on the low census list and who has not reached their cap for the  
16 scheduling period or year:

17 (a) For the purpose of mandatory low census the clusters are (a) all  
18 medical/surgical together and (b) all critical care units together (c)  
19 all maternal/child units together (d) all mental health units  
20 together. If there are no opportunities to work within the cluster the  
21 nurse may be assigned to work any responsibilities within nursing  
22 services consistent with the terms of Article 9, Floating.

23  
24 **B. Voluntary Low Census.**

25 1. Process.

26 (a) Lists of requested voluntary Low Census will be maintained in the  
27 patient care unit and/or staffing office (for those units using the  
28 staffing office);

29  
30 (b) Volunteers will have the option of indicating preference for taking  
31 the full shift off, partial shift, or being placed on standby, as follows

32 i. The nurse must designate his or her preference related to  
33 Standby at the time the nurse places their name on the list.

ii. Such preference will be considered by the Medical Center in determining which nurse will be given the Low Census, based on the determination as to the standby needs for the unit then the cluster (for those units in a cluster) (e.g., with or without standby). Where multiple requests are received for the same status of voluntary low census (e.g., with or without standby), the earliest request(s) will be given preference and the order will be viewable by nurses on-line from a nurse's home, provided that a nurse on the same unit or cluster is qualified to perform the work of the nurse given the time off.

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- a. The parties agree that a nurse may not file a grievance if they were not selected for voluntary low census because the Medical Center determined that it needed a nurse who was willing to be on standby.
- b. The parties also acknowledge that the Medical Center may assign Low Census to a nurse in the categories below, if the only volunteer does not indicate the standby preference needed by the Medical Center
- c. The Medical Center is responsible for calling nurses on standby, if they are needed to work.
- d. A nurse from a medical surgical unit who elects voluntary standby will be on standby for any medical surgical unit.

2. Nurses' Status While on Voluntary Low-Census. A nurse may agree to be placed by the Medical Center in one (1) of the following three (3) categories by mutual agreement:  
(a) Full Low Census. This means that the nurse is not obligated to the Medical Center for that shift.

1 (b) Partial Day Low Census.

2 i. With Standby for the patient care unit and/or cluster (for  
3 those units in a cluster). The nurse will be placed on standby  
4 for a portion of the shift and will be given a scheduled time to  
5 report to work for a portion of the shift at the nurse's straight-  
6 time hourly rate.

7  
8 ii. Without Standby. The nurse will be given a scheduled time  
9 to report to work for a portion of the shift at the nurse's  
10 straight-time hourly rate, but will not be placed on standby  
11 for the other portion of the shift.

12  
13 (c) Standby Shift for the patient care unit and/or cluster and/or cluster  
14 (for those units in a cluster), by mutual agreement. Nurses may be  
15 placed on standby, and if called into work, the standby provisions  
16 of this contract will apply (provided, however, that a nurse  
17 assigned "Low Census Standby" will have one hour to report to  
18 work, if called). Nurses called in from standby will be called in the  
19 reverse order of signing up.

20  
21 **C. Mandatory Low Census.**

22 1. Mandatory Low Census "Factor". A low census list will be compiled, by  
23 assigning each nurse a Factor calculated as follows:

|  |   |   |
|--|---|---|
| Nurse's Total Low Census<br>Hours (voluntary and<br>mandatory) in a rolling<br>calendar year | ÷ | Nurse's FTE (expressed in<br>annualized hours for the<br>rolling calendar year) |
|--|---|---|

24 Cancelled Extra Shifts are not included in the Low Census hours.

25  
26 (a) The Low Census list will be updated every twelve (12) hours, and  
27 will be available for viewing on the Providence Employee Intranet.  
28 Each nurse is responsible for checking the Low Census list and

1 alerting his or her manager to any concerns with the calculation  
2 for that nurse or the nurse's relative placement on the list. The  
3 manager will use best efforts to investigate and make corrections,  
4 if needed, in a timely manner.

5  
6 (b) The Medical Center will record each nurse's total unpaid low  
7 census hours for the year to date on the low census list. "Unpaid  
8 low census hours" means scheduled working hours that the nurse  
9 did not work due to low census (whether mandatory or voluntary)  
10 and for which the nurse did not receive compensation (such as  
11 through the nurse's choice to use paid time off or otherwise). The  
12 Medical Center will highlight on the low census list any nurse who  
13 has received two hundred (200) or more hours of unpaid low  
14 census for the year.

15  
16 (c) Per diem nurses on the shift of the patient care unit and/or cluster  
17 (for those units in a cluster) affected will be assigned time off  
18

19 (d) The Factor process shall be subject to temporary variation  
20 because of scheduled days off, absences, inability to contact the  
21 nurse whose turn in the rotation it is, or when the Medical Center  
22 cannot otherwise provide from among available and qualified  
23 nurses for the remaining work to be done.

24  
25 (e) If the nurse whose turn it is to be off is already on an assigned day  
26 off, the nurse present with the lowest factor will be assigned low  
27 census.

28  
29 (f) In an effort to alleviate nurses from incurring multiple incidents of  
30 low census within the same pay period, each time a nurse  
31 experiences an incident of low census of four (4) hours or more,  
32 voluntary, or mandatory, the nurse's factor will be increased by

1 1.0 for the duration of that pay period. The nurse's factor will then  
2 be decreased by 1.0 at the end of that pay period.

3

4 (g) The Medical Center will create a mechanism for tracking  
5 mandatory low census only.

6

7 2. Nurses' Status While on Mandatory Low-Census. The Medical Center  
8 will provide an alternate assignment (e.g. alternate patient care  
9 assignment, Health Stream mandatory education, chart audits,  
10 department projects, break relief) within nursing services to the nurse  
11 prior to any mandatory low census. The nurse may choose voluntary  
12 low census in lieu of the alternate assignment. A nurse may be placed  
13 by the Medical Center in one (1) of the following three (3) categories if  
14 they have not reached their cap:

15 (a) Full Low Census. This means that the nurse is not obligated to the  
16 Medical Center for that shift.

17

18 (b) Partial Day Low Census. The nurse will be placed on standby for  
19 the patient care unit and/or cluster (for those units in a cluster) for  
20 a portion of the shift and will be given a scheduled time to report  
21 to work for a portion of the shift at the nurse's straight-time hourly  
22 rate.

23 i. Without Standby. If the nurse agrees with the Medical  
24 Center's request for partial day low census without standby,  
25 the nurse will be given a scheduled time to report to work for  
26 a portion of the shift at the nurse's straight-time hourly rate,  
27 but will not be placed on standby for the other portion of the  
28 shift.

29

30 ii. Partial shift reductions at the beginning of a day or evening  
31 shift nurse's schedule will be no greater than eight (8) hours.  
32 Partial shift reductions at the beginning of a twelve (12) hour

1 night shift nurse's schedule will be no greater than four (4)  
2 hours.

3  
4 (c) Standby Shift for the patient care unit and/or cluster (for those  
5 units in a cluster), the nurse may be placed on standby, and if  
6 called into work, the standby provisions of this contract will apply  
7 (provided, however, that a nurse assigned "Low Census Standby"  
8 will have one hour to report to work, if called). For those units with  
9 staggered start and end times, the unit may call off nurses based  
10 on start and end times, rather than based on shift, subject to  
11 patient care needs. The unit may then offer available alternative  
12 shifts to the nurse who has been called off.

13  
14 **D.** If the Medical Center places a nurse on partial shift low census, whether  
15 voluntary or mandatory, and the nurse has informed the Medical Center of  
16 their preference to be placed on full shift low census, that nurse will be  
17 moved to the top of the list for voluntary low census. To better ensure  
18 consistency of patient care and safety, if there is subsequent low census in  
19 that nurse's cluster before the nurse has reported to work such that the nurse  
20 could be given full shift low census, the Medical Center will grant that nurse's  
21 request for voluntary low census before granting the request of any other  
22 nurse who has already reported to work or who would have been ahead of  
23 the nurse on the voluntary low census list.

24  
25 **E. Mandatory Low-Census Caps.** No nurse will be asked to take mandatory  
26 low census beyond a cap of twenty-four (24) hours per scheduling period,  
27 and not to exceed one hundred and sixty-eight (168) hours in a calendar  
28 year. It is the responsibility of the nurse to inform the nurse's manager that  
29 the cap on low census has been reached in the scheduling period. If all  
30 nurses scheduled for the shift have reached the scheduling period or annual  
31 cap, and no alternate assignment is available, the nurse with the lowest  
32 factor will be given the mandatory low census, with pay.

1 The identified nurse will be paid at their straight time rate, plus all applicable  
2 differentials, for the scheduled hours not worked beyond the cap for the  
3 canceled shift. For any cancelled shift prior to reaching the cap, the nurse  
4 may choose to use accrued PTO or take the hours unpaid. In the event the  
5 Medical Center experiences an unexpected major disruption in its operations  
6 with the potential to have a long-term impact on the need for mandatory low  
7 census, the Medical Center and the Union will meet in task force to identify  
8 and implement solutions.

9

10 **F.** The assignment of either Voluntary or Mandatory Low Census may be  
11 altered if the remaining nurses' skills do not meet the needs of an area.

12

13 **G.** If the Union believes that the process described herein for the preceding  
14 posted work schedule has resulted in inequitable distribution of such days  
15 not worked, it may ask to discuss this with the Medical Center. Upon such a  
16 request from the Union, the Medical Center will meet with an Union  
17 committee to review the matter and consider other approaches. Regular  
18 nurses shall not suffer the loss of any benefits (excluding retirement) as a  
19 result of not working all or part of one of their scheduled working days under  
20 this section.

21

22 **H. Unpaid Low Census Caps.** Any nurse who has received two hundred (200)  
23 or more hours of unpaid low census (whether mandatory or voluntary) in that  
24 calendar year will not be required to take low census as long as there is  
25 another nurse on the same shift and unit and/or cluster (for those units in a  
26 cluster) who can be placed on low census and who has not yet received two  
27 hundred (200) hours of unpaid low census in that calendar year. However, in  
28 the event that the Medical Center determines that it is necessary to assign  
29 mandatory low census and all the nurses on the same shift and unit and/or  
30 cluster (for those units in a cluster) who can be placed on low census have  
31 received two hundred (200) hours or more of unpaid low census in that  
32 calendar year, mandatory low census shall be assigned according to the  
33 factor system set forth in this Article. Exceptions to this process may be



1 made on the same criteria that the assignment of low census may be altered  
2 pursuant to this Article in Section A (such as ensuring that the remaining  
3 nurses' qualifications meet the needs of the unit and/or cluster). Nothing in  
4 this subsection will limit a nurse's ability to choose to volunteer for low  
5 census.

- 6
- 7 **I.** Agency nurses will not be assigned to work on the shift of a patient care unit  
8 and/or cluster (for those units in a cluster) that a nurse is not working as  
9 scheduled because of being assigned time off under this section, except  
10 when the nurse is not working as a result of volunteering to take the time off.
- 11
- 12 **J.** Standby Pay for Low Census will be paid at four dollars and seventy-five  
13 cents (\$4.75) per hour.
- 14

#### 15 **ARTICLE 26 – SEPARABILITY**

16 In the event that any provision of this Agreement shall at any time be declared  
17 invalid by any court of competent jurisdiction or through government regulations or  
18 decree, such decision shall not invalidate the entire Agreement, it being the express  
19 intention of the parties hereto that all other provisions not declared invalid shall  
20 remain in full force and effect. In such event, the parties shall meet, upon request, to  
21 negotiate replacement provision(s), which shall be incorporated in this Agreement  
22 upon mutual agreement of the parties.

#### 23

#### 24 **ARTICLE 27 – SUCCESSORS**

25 In the event that the Medical Center shall, by merger, consolidation, sale of assets,  
26 lease, franchise, or any other means, enter into an agreement with another  
27 organization which transfers in whole or in part the existing collective bargaining  
28 unit, then such successor organization shall be bound by each and every provision  
29 of this Agreement. The Medical Center shall have an affirmative duty to call this  
30 provision of the Agreement to the attention of any organization with which it seeks  
31 to make such an agreement as aforementioned, and if such notice is so given the  
32 Medical Center shall have no further obligations hereunder from date of take-over.

1 **ARTICLE 28 – DURATION AND TERMINATION**

2 **A.** This Agreement shall be effective on its date of ratification, except as  
3 expressly provided otherwise in the Agreement, and shall remain in full force  
4 and effect until January 1, 2025, and annually thereafter unless either party  
5 hereto serves notice on the other to amend or terminate the Agreement as  
6 provided in this Article.

7  
8 **B.** If either party hereto desires to modify or amend any of the provisions of this  
9 Agreement, it shall give written notice to the other party not less than ninety  
10 (90) days in advance of January 1, 2025, or any January 1 thereafter that this  
11 Agreement is in effect.

12  
13 **C.** If either party hereto desires to terminate this Agreement, it shall give written  
14 notice to the other party not less than ninety (90) days in advance of  
15 January 1, 2025, or any January 1 thereafter that this Agreement is in effect.

16  
17 **D.** This Agreement may be opened by mutual agreement of the parties at any  
18 time.

19  
20 **ARTICLE 29 – APPENDICES**

21 Appendices A, B, C, and D are intended to be part of this Agreement and by this  
22 reference are made a part hereof.

23  
24 **ARTICLE 30 – TASK FORCE**

25 **A.** The parties reiterate their mutual commitment to quality patient care. In a  
26 joint effort to ensure optimal nursing care and maintain professional  
27 standards, a task force shall be established to examine nursing practice,  
28 staffing and payroll issues, status of outstanding grievances that are not  
29 disciplinary, notices and updates regarding unit restructures, key nursing  
30 initiatives (which could include Magnet status, Releasing Time to Care,  
31 Medicare Hospital Value Based Purchasing) and Medical Center workplace  
32 process improvement projects. Agendas will be developed jointly along with

1 an annual calendar scheduling routine outline updates (where possible).  
2 Agenda will include a schedule of staffing committee meetings. Failure of the  
3 task force to agree on a matter will not be grievable and will not be deemed  
4 to be a reopener of the Agreement.

5

6 **B.** The Union shall appoint four (4) members to the task force, at least three (3)  
7 of whom shall be employed by the Medical Center.

8

9 **C.** The Medical Center shall appoint four (4) members to the task force, and two  
10 (2) of them shall be the Chief Nursing Officer, and the Director of Human  
11 Resources, or such other persons as may be designated by either in their  
12 place(s).

13

14 **D.** The task force shall meet at least once (1) a month, or as otherwise agreed  
15 to by the Medical Center and the Union, to accomplish its assignment. Nurse  
16 members and one (1) designated nurse alternate shall be paid up to three (3)  
17 hours per month for attendance at task force meetings.

18

19 **E.** The minutes and information furnished by the Medical Center to the Union  
20 and its task force members in connection with the functioning of the task  
21 force may be disclosed to other persons only by mutual agreement of the  
22 Medical Center and the Union.

**SIGNATURE PAGE**

1  
2 IN WITNESS WHEREOF the Medical Center and the Union have executed this  
3 Agreement as of the 23<sup>rd</sup> day of August 2023 on which date it shall be effective  
4 except as specifically provided for otherwise in this Agreement.

**For the Union**

**For the Medical Center**

*Richard Botterill*

*Krista Farnham*

Richard Botterill, RN

Krista Farnham, Chief Executive Officer

*Kim Martin*

*Lori Green*

Kim Martin, RN

Lori Green, Chief Nursing Officer

*Christine M. Cunningham*

*Elizabeth Lagler*

Christine Bernier, RN

Elizabeth Lagler, Chief Human Resources Officer

*Kristin Harman*

Kristin Harman, RN

*Molly Burtchaell*

Molly Burtchaell, RN

*Jeanette Noah*

Jeanette Noah, RN

*Colleen Butler*

Colleen Butler, RN

*Kyle Cook*

Kyle Cook, RN

*Seth Moore*

Seth Moore, Labor Representative

**APPENDIX A – WAGES**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14

**A.** The following are the step rates of pay of all nurses employed under the terms of this Agreement:

Effective the pay period beginning January 1, 2023 (1/1/23): the wages shall be as set forth below. With the addition of the resident Step, all nurses currently on steps 1-30 will maintain their current step.

Effective the first full pay period following January 1, 2024 (1/1/2024): three percent (3%) across the board increase.

Recognition Bonus. Effective the second (2<sup>nd</sup>) full pay period following the date of ratification, nurses at Steps 25 and 30 as of ratification will receive a two-thousand dollar (\$2000) recognition bonus.

| <b>Step</b>     | <b>1/1/2023</b> | <b>1/1/2024</b> |
|-----------------|-----------------|-----------------|
| <b>Resident</b> | \$48.32         | \$49.77         |
| <b>1</b>        | \$50.44         | \$51.95         |
| <b>2</b>        | \$52.43         | \$54.00         |
| <b>3</b>        | \$54.23         | \$55.86         |
| <b>4</b>        | \$54.80         | \$56.44         |
| <b>5</b>        | \$56.85         | \$58.56         |
| <b>6</b>        | \$57.88         | \$59.62         |
| <b>7</b>        | \$58.43         | \$60.18         |
| <b>8</b>        | \$58.95         | \$60.72         |
| <b>9</b>        | \$59.46         | \$61.24         |
| <b>10</b>       | \$59.99         | \$61.79         |
| <b>11</b>       | \$60.55         | \$62.37         |
| <b>12</b>       | \$61.07         | \$62.90         |
| <b>13</b>       | \$61.57         | \$63.42         |
| <b>14</b>       | \$62.11         | \$63.97         |
| <b>15</b>       | \$62.65         | \$64.53         |
| <b>16</b>       | \$63.26         | \$65.16         |
| <b>17</b>       | \$63.79         | \$65.70         |
| <b>18</b>       | \$64.37         | \$66.30         |
| <b>19</b>       | \$65.00         | \$66.95         |
| <b>20</b>       | \$65.92         | \$67.90         |
| <b>21</b>       | \$66.87         | \$68.88         |
| <b>22</b>       | \$67.54         | \$69.57         |
| <b>25</b>       | \$69.22         | \$71.30         |
| <b>30</b>       | \$71.00         | \$73.13         |

1

2

\*A nurse will progress to Step twenty-five (25) after being on Step twenty-two (22) for three (3) years.

3

4

5

\*\*A nurse will progress to Step thirty (30) after being on Step twenty-five (25) or higher for five (5) years

6

- 1 **B.** Nurses' compensation shall be computed on the basis of hours worked.
- 2
- 3 **C.** Charge Nurses shall be paid a differential of four dollars (\$4.00) per hour in
- 4 addition to their applicable hourly rate of pay.
- 5
- 6 **D.** Relief Charge Nurses shall be paid for hours worked in such position a
- 7 differential of three dollars (\$3.00) per hour in addition to their applicable hourly
- 8 rate of pay. The Charge Nurse differential shall be paid exclusively for hours
- 9 worked and shall not be included in any other form of compensation or benefits.

10

11 **E. Shift differentials.**

- 12 1. Nurses are scheduled for shifts according to the following:

| Shift   | Majority of Scheduled Hours are Between: |
|---------|--|
| Day     | 7 a.m. to 3 p.m.                         |
| Evening | 3 p.m. to 11 p.m.                        |
| Night   | 11 p.m. to 7 a.m.                        |

- 13
- 14 2. Nurses scheduled for evening and night shifts shall be paid, in addition to
- 15 their applicable rates shown above, the following shift differentials:

16

17 Evening shift: Effective on the later of the date specified in Section A.1

18 above or the initial date of the first full pay period beginning after

19 ratification of this Agreement: two dollars and eighty-five cents (\$2.85) per

20 hour.

21 Night shift: Effective on the later of the date specified in Section A.1 above

22 or the initial date of the first full pay period beginning after ratification of

23 this Agreement: six dollars and twenty cents (\$6.20) per hour.

- 24
- 25 3. A nurse who works daily overtime shall be paid shift differential, if any, for
- 26 such overtime hours, according to the nurse's scheduled shift for that

1 workday. However, if a nurse works two (2) or more hours of daily  
2 overtime in a workday, the applicable shift differential for such daily  
3 overtime hours shall be the higher of (a) the shift differential of the nurse's  
4 scheduled shift or (b) the shift differential of the shift in which the majority  
5 of such overtime hours are worked. For purposes of (b) in the preceding  
6 sentence, the day shift is considered to be 7:00 a.m. to 3:00 p.m., the  
7 evening shift 3:00 p.m. to 11:00 p.m., and the night shift 11:00 p.m. to 7:00  
8 a.m.

9  
10 **F. Credit for prior experience.** A newly hired nurse may be hired at any Step, but  
11 not less than the Step number that corresponds with the number of years of the  
12 nurse's related experience as a nurse employee of an accredited acute care  
13 hospital(s) during the immediately preceding five (5) years. Newly hired nurses  
14 will not be placed higher than step twenty-two (22) unless approved by the CNO.  
15 For nurses hired in the Behavioral Health Unit, experience at the Oregon State  
16 Hospital shall be counted as equal to that of an accredited acute care facility. A  
17 year of experience under this section is at least one thousand eight hundred and  
18 seventy-two (1,872) hours of related work. The Medical Center may, in its  
19 discretion, place a newly hired experienced nurse at a higher step rate of pay.

20  
21 **G.** A per diem nurse will be paid a differential of four dollars (\$4.00) per hour in lieu  
22 of receiving PTO, and insurance benefits. A per diem nurse who has been  
23 continuously employed in a position in the bargaining unit for thirty (30) years or  
24 more will be paid a differential of six dollars (\$6.00) per hour in lieu of receiving  
25 PTO, and insurance benefits. However, a break in service of less than twelve  
26 (12) months surrounding retirement shall not disqualify a nurse from receiving the  
27 higher per diem differential.

28  
29 **H.** The standby on-call compensation policies for nurses are set forth in Appendix B  
30 to this Agreement.

31  
32 **I.** A nurse temporarily assigned to a higher position shall be compensated for such  
33 work at no less than the minimum rate of pay applicable to the higher position if  
34 such assignment lasts for a period of four (4) hours or more.



1 **J. Merit Raises.** The Union recognizes this contract to be the minimum standards  
2 of employment. This contract should not be construed to limit management's  
3 right to reward an individual nurse's performance over and above the prescribed  
4 conditions called for in this Agreement.

5  
6 **K.** A nurse will ordinarily progress to the next year's step rate of pay under Section  
7 A above (for example, Step two (2) to Step three (3) on the later of (1) the  
8 anniversary of the nurse's last such step placement or two (2) upon completion of  
9 seven hundred (700) hours compensated at straight-time rates or above). Such  
10 anniversary date will be extended by the length of any leave of absence, since  
11 the nurse's last step placement, of more than thirty (30) days.

12  
13 **L. Weekend differential.**

14 1. Effective upon ratification of this Agreement, a regular nurse will be paid a  
15 weekend differential of ten dollars (\$10.00) per hour worked on a weekend  
16 shift which is part of a schedule under which the nurse has agreed to work  
17 at least sixteen (16) weekend shift hours every weekend and is doing so  
18 at the Medical Center's request defined as the request of or agreement of  
19 a unit supervisor or manager or because of a job posting.

20  
21 2. A per diem nurse will be paid a weekend differential of six dollars (\$6.00)  
22 per hour worked on a weekend shift which exceeds two (2) weekend shifts  
23 worked in a schedule period, excluding weekend shifts worked as a result  
24 of trades. A nurse may waive this differential by requesting in writing, at  
25 least two (2) weeks before the posting of a schedule, to be scheduled at  
26 least eight (8) weekend shifts in that schedule.

27  
28 3. A weekend shift is defined as a shift whose scheduled beginning time is  
29 within a forty-eight (48) hour period commencing at 12:01 a.m. Saturday,  
30 or for night shift employees, the beginning of the night shift closest thereto.

31  
32 4. For hours worked on a weekend shift when the nurse is not eligible for the  
33 weekend differential specified in either subsection one (1) or two (2) above

1 the nurse will be paid a weekend differential of two dollars (\$2.00) per  
2 hour worked.

3  
4 5. No weekend differential will be paid for any unworked hours.  
5

6 **M. Extra shift differential.**

7 1. A regular or per diem nurse will be paid an extra shift differential of twenty  
8 dollars (\$20.00) per hour for all hours worked per pay period in excess of  
9 the number of the nurse's regularly scheduled hours (including regularly  
10 scheduled weekend hours) for the pay period when such excess hours  
11 result from the nurse's working extra shift(s) of at least four (4) hours each  
12 in duration, at the request of the Medical Center. For the purposes of the  
13 preceding sentence, regularly scheduled hours actually worked, regularly  
14 scheduled hours not worked because of the application of Article 25, Low  
15 Census, and regularly scheduled hours not worked because the Medical  
16 Center has required attendance at a specific education program, or any  
17 hours compensated by the Medical Center in connection with a family  
18 death, will be counted as regularly scheduled hours worked for the pay  
19 period. Hours worked in determining eligibility for this extra shift differential  
20 will not include hours worked as a result of trades or of being called in to  
21 work while on standby on-call. A nurse on pre-scheduled PTO who is  
22 called in to work a shift in lieu of their PTO at the request of the Medical  
23 Center will be paid the extra shift differential.  
24

25 2. A per diem nurse will be paid an extra shift differential, in the applicable  
26 amount specified in the preceding paragraph, for all hours worked in  
27 excess of sixty-four (64) in the pay period when such excess hours result  
28 from the nurse's working extra shift(s) of at least four (4) hours each in  
29 duration, at the request of the Medical Center. For the purposes of the  
30 preceding sentence, hours actually worked, hours not worked because of  
31 the application of Article 25, Low Census, and hours not worked because  
32 the Medical Center has required attendance at a specific education  
33 program, will be counted in determining eligibility for this extra shift  
34 differential. Hours worked in determining eligibility for this extra shift

1 differential will not include hours worked as a result of trades or of being  
2 called in to work while on standby on-call.

3  
4 3. If, prior to the date of posting the schedule, a regular or per diem nurse  
5 notifies the person responsible for staffing his or her patient care unit that  
6 the nurse will be available to work a particular shift(s) as an extra shift(s),  
7 the nurse(s) will be given preference for assignment to work the shift(s) if it  
8 is open, in the following order:

9 (a) regular nurses, in order of their seniority, who agree to waive extra  
10 shift differential for the extra shift and who would not become eligible  
11 for payment of overtime rates in connection with working the extra  
12 shift;

13  
14 (b) per diem nurses, in order of their seniority, if the nurse's total hours  
15 worked are expected to be sixty-four (64) or fewer hours in the pay  
16 period;

17  
18 (c) regular nurses, in order of their seniority; and

19  
20 (d) per diem nurses, in order of their seniority, if the nurse's total hours  
21 worked are expected to be in excess of sixty-four (64) hours in the pay  
22 period.

23  
24 4. Once the schedule is posted, bargaining unit nurses will be able to view  
25 vacant shifts. After viewing available vacant shifts, a regular or per diem  
26 nurse will notify the person responsible for staffing their patient care unit  
27 that the nurse will be available to work a particular shift(s) as an extra  
28 shift(s), the nurse(s) will be given preference for assignment to work the  
29 shift(s) if it is open, in the order in which the notifications are received.  
30 However, if two (2) or more nurses give such notification on the same date  
31 and at least thirty-six (36) hours before the shift's starting time, the  
32 nurse(s) will be given preference for assignment to work the shift(s) if it is  
33 open, in the following order:

1 (a) regular nurses, in order of their seniority; and

2  
3 (b) per diem nurses, in order of their seniority

4  
5 5. Subsections 3 and 4 above establish preferences when extra shift work is  
6 actually assigned in the circumstances described, it being understood that  
7 there is no guarantee that all nurse requests for extra shift work will be  
8 granted.

9  
10 6. A nurse who is assigned to work a particular shift under Subsections 3 or  
11 4 above and who does not work the shift as assigned, will not be given  
12 preference for the next schedule period.

13  
14 7. If a regular nurse's FTE status is reduced or a regular nurse changes to  
15 intermittently employed status, the extra shift differential will be payable to  
16 the nurse only for extra shifts worked after the completion of thirteen (13)  
17 full pay periods following the nurse's FTE reduction or change in status,  
18 provided, however, that this provision will not apply if a nurse reduces  
19 his/her FTE from 1.0 to 0.9 FTE by accepting a full-time thirty-six (36) hour  
20 per week position.

21  
22 8. A weekend shift has the same definition as under Section L above.

23  
24 9. No extra shift differential will be paid for any unworked hours.

25  
26 **N. Preceptor differential.** A nurse assigned as a preceptor will be paid a differential  
27 of three dollars (\$3.00) per hour worked as a preceptor. A preceptor is a nurse  
28 who is designated by their nurse manager to: assess the learning needs of (a) an  
29 inexperienced, re-entry, or new-to-specialty nurse or (b) a capstone, immersion,  
30 practicum or student of similar level; plan that person's learning program; provide  
31 direct guidance to that person's learning program or implement such program;  
32 provide direct guidance and supervision to that person during the program; and,

1 in conjunction with the nurse manager and/or designee, evaluate that person's  
2 progress during the program.

3

4 **O. Float Pool Nurses.** A nurse assigned to the float pool will be paid a differential of  
5 two dollars (\$2.00) per hour.

**APPENDIX B – STANDBY ON CALL**

1  
2 **A.** The following standby on-call procedures shall apply to nursing units with  
3 mandatory required call schedules:

4 1. Standard standby on-call pattern: A nurse who is scheduled to be on  
5 standby on-call shall be paid eight dollars (\$8.00) per hour on-call. If called  
6 in to work during an on-call shift, the nurse shall be assigned a minimum  
7 of three hours (3) of work, or pay in lieu of such hours not assigned by the  
8 Medical Center, at time-and-one-half the nurse’s straight-time rate of pay  
9 as shown in Appendix A, including regularly scheduled shift, certification,  
10 clinical ladder, and AHN differentials.

11  
12 **B.** Nursing units with mandatory scheduled standby will develop unit guidelines  
13 regarding the scheduling and assignment of standby time. The Medical Center  
14 will notify the Union before establishing a standby requirement in a unit where  
15 standby is not currently mandatory and will bargain upon request.

16  
17 **C.** The Medical Center will attempt to contact all qualified and available personnel  
18 prior to mandating additional Standby On-Call. In the absence of a qualified  
19 volunteer, the Medical Center may assign Standby On-Call hours on a rotational  
20 basis consistent with Section B above.

1                                    **APPENDIX C – CERTIFICATION AND CLINICAL LADDER**

2    **A. Certification Differential:** A nurse who meets the requirements of this section  
3 shall receive a three-dollar (\$3.00) per hour certification differential.

4            1.     The nurse must have a current nationally recognized certification on file  
5                    with Human Resources for the area where the nurse works a significant  
6                    number of hours. Initial eligibility for the certification differential will begin  
7                    on the first full pay period following submission to Human Resources.  
8                    Eligibility for the certification differential will cease beginning with the first  
9                    full pay period following the expiration date of the certification, unless the  
10                    nurse submits proof to Human Resources of certification renewal before  
11                    that date. If the proof is submitted to Human Resources within sixty (60)  
12                    days after that date, the certification differential will be paid from the  
13                    renewal date. If the proof is submitted Human Resources more than sixty  
14                    (60) days after the renewal date, the certification differential will be  
15                    resumed beginning with the first full pay period following the submission.

16  
17            2.     A nurse will be deemed to have worked a significant number of hours in  
18                    the area if at least one-half (1/2) of the nurse’s hours worked are in that  
19                    area.

20  
21                    The Medical Center may, in its discretion, determine that some lower  
22                    proportion of hours worked in an area qualifies as a significant number of  
23                    hours worked for the purposes of this section.

24  
25            3.     Only one (1) certification and one (1) certification differential will be  
26                    recognized at a time for the purposes of this section.

27  
28            4.     On the recommendation of the PNCC or otherwise, the Medical Center  
29                    may, in its discretion, specify areas and certifications; provided, however,  
30                    there shall not be less than one (1) certification recognized for each area  
31                    covered by this Agreement, including but not limited to the following:

| <b>Area</b>                   | <b>Certification</b>  |
|-------------------------------|---|
| <b>Med/Surg</b>               | ANA Medical/Surgical Nursing<br>Progressive Care Certified Nurse  |
| <b>Day/Surg</b>               | ANA Child/Adolescent Nursing  |
| <b>Float</b>                  | National Oncology Nurses Society<br>Diabetes Nurse Educators' Association<br>ANA Gerontology<br>ANA Nurse Practitioner in Gerontology, Pediatrics,<br>Adult Nursing or Family Nursing |
| <b>Surgery</b>                | Association Operating Room Nurses   |
| <b>Critical Care</b>          | American Association Critical Care Nurses   |
| <b>IV Therapy</b>             | Intravenous Nurses Society  |
| <b>Emergency</b>              | Emergency Nurses Association<br>Certified Emergency Nurse   |
| <b>Family Maternity</b>       | ANA Maternal and Child Nurses<br>Association of College of Obstetrics and<br>Gynecology<br>ANA High Risk Perinatal Nurse  |
| <b>Recovery</b>               | American Society of Post Anesthesia Nurses  |
| <b>Orthopedics</b>            | Orthopedic Nurse Certified  |
| <b>Neuroscience</b>           | Certified Neuro Registered Nurse<br>Stroke Certified Registered Nurse   |
| <b>Rehabilitation</b>         | National Association of Rehabilitation Nurses   |
| <b>Kidney Dialysis Assoc.</b> | American Nephrology Nurse   |

1           5.     If a certified nurse transfers to another department within the Medical  
2                   Center, the nurse will retain their certification differential for two (2) years,  
3                   provided their certification has not expired. After two (2) years, the nurse  
4                   will only be eligible for certification differential for certifications approved  
5                   for their current unit.

6  
7     **B.     Clinical Ladder Program.** The program existing on January 1, 2015, will  
8                   continue in its entirety for the duration of this Agreement, except that (1) the



1 compensation for Levels II, III, and IV are, respectively, two-dollars (\$2.00),  
2 three-dollars and fifty cents (\$3.50), and five dollars (\$5.00) per hour, and (2) the  
3 program will be subject to termination or other modification only in accordance  
4 with Article 28 - Duration and Termination of this Agreement.

5  
6 **C. Additional Education Leave.** Nurses approved for, and participating at Level II,  
7 III, or IV of the Clinical Ladder Program, or who have been approved and receive  
8 payment for a Certification Differential, shall be eligible for eight (8) hours of paid  
9 education leave annually, in addition to those hours to which the nurse might  
10 otherwise be entitled pursuant to Article 20, Section G.1.

11  
12 **D. Educational Expense Reimbursement.**

13 1. The Medical Center will reimburse nurses for the fee(s) (such as exam or  
14 application fees) associated with obtaining approved certifications (as  
15 described in this Appendix), once the nurse successfully obtains the  
16 certification(s) or recertification(s).

17  
18 2. Nurses approved for, and participating at Level III, or IV of the Clinical  
19 Ladder Program, or who have been approved and receive payment for a  
20 Certification Differential ("Certified Nurses"), shall be eligible for the  
21 following amounts, in addition to the expense reimbursements they may  
22 otherwise qualify for pursuant to subsection D 1 above, to defray the cost  
23 of registration and attendance in connection with the additional paid  
24 educational leave set forth in section C above:

25 (a) Certified Nurses, and Level III: up to two-hundred and fifty dollars  
26 (\$250.00)

27  
28 (b) Level IV Nurses only: three-hundred and fifty dollars (\$350.00)

1                   **APPENDIX D – HEALTH, DENTAL, AND VISION INSURANCE**

2   The Medical Center and the Union agree that the nurses will participate in the medical,  
3   prescription, dental, and vision plans, as offered to the majority of the Medical Center’s  
4   employees, provided, however, that the Medical Center agrees that the plan will have  
5   the following provisions in 2024 subject to the terms and conditions of the plans:

6  
7   Benefits Eligibility: Any nurse who is in an assigned FTE of 0.5 FTE to 0.74 FTE will be  
8   considered part-time for the purposes of benefits.

9  
10   Any nurse who is in an assigned FTE of 0.75 or greater will be considered full-time for  
11   the purpose of benefits.

1 **A. Medical Benefit Design In-Network.**

2 [NOTE – all charts have been updated to accurately reflect the 2024 medical  
3 plans]

| In-Network Plan Feature   | Health Reimbursement (HRA) Medical Plan   | Health Savings (HSA) Medical Plan   |
|---|---|---|
| Annual deductible   | \$1,150.00 per person.<br>\$2,300.00 max per family                                       | \$1,600.00 per employee only<br>\$3,200.00 if covering dependents                         |
| Annual out-of-pocket maximum (with deductible)                    | \$3,300.00 per person<br>\$6,600.00 max per family  | \$3,000.00 per employee only<br>\$6,000.00 if covering dependents                         |
| Preventive Care   | No charge   | No charge   |
| Primary Care Provider visits (non-preventive)                     | PCP: \$20.00 copay  | PCP: 10% after deductible   |
| Specialist visits (non-preventive)                                | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             |
| Lab and x-ray   | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             |
| Alternative care (chiropractic, acupuncture)                      | 20% after deductible<br>Combined 12 visit limit per calendar year; all therapies combined | 20% after deductible<br>Combined 12 visit limit per calendar year; all therapies combined |
| Naturopathy   | Covered as Specialist   | Covered as Specialist   |
| Outpatient behavioral health care providers                       | No charge   | No charge after deductible  |
| Outpatient hospital/surgery facility fees (except hospice, rehab) | Tier I: 10% after deductible<br>Tier II: 25% after deductible                             | Tier I: 10% after deductible<br>Tier II: 25% after deductible                             |
| Inpatient hospital facility fees, including behavioral health     | Tier I: 10% after deductible<br>Tier II: 25% after deductible                             | Tier I: 10% after deductible<br>Tier II: 25% after deductible                             |
| Hospital physician fees   | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             |
| Emergency room  | \$250.00 copay (waived if admitted)   | 20% after deductible (waived if admitted)   |
| Urgent Care   | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             |
| Maternity Pre-natal as Preventive Care                            | No Charge   | No Charge   |
| Delivery and Post-natal Provider Care                             | No Charge   | Tier I: 10% after deductible<br>Tier II: 20% after deductible                             |
| Maternity Hospital Stay and Routine Nursery                       | Tier I: 10% after deductible<br>Tier II: 25% after deductible                             | Tier I: 10% after deductible<br>Tier II: 25% after deductible                             |

| <b>Plan Provision</b>                                 | <b>EPO Medical Plan</b>                            |
|---|--|
|   | <b>Portland metro area only</b>                    |
| <b>Annual Deductible</b>                              | \$300.00 per person<br>\$900.00 max per family     |
| <b>Annual Out-of-Pocket Maximum</b>                   | \$2,500.00 per person<br>\$6,000.00 max per family |
| <b>Preventive Care</b>                                | No charge  |
| <b>Primary Care Office Visit</b>                      | \$20.00 copay                                      |
| <b>Specialist Office Visit</b>                        | \$40.00 copay                                      |
| <b>X-ray and Laboratory</b>                           | 20% after deductible                               |
| <b>In-patient hospital facility fees</b>              | 20% after deductible                               |
| <b>Hospital physician fees</b>                        | 20% after deductible                               |
| <b>Outpatient hospital/surgery facility fees</b>      | 20% after deductible                               |
| <b>Emergency Room (in-network and out-of-network)</b> | \$250.00 copay, waived if admitted                 |
| <b>Outpatient behavioral health</b>                   | 0%   |
| <b>Express Care Virtual</b>                           | \$0  |
| <b>Express Care Clinics</b>                           | \$10.00 copay                                      |
| <b>Urgent care</b>                                    | \$60.00 copay                                      |

<sup>1</sup> No PCP referral required for specialist care

1 **B. Medical Premiums.**

2 The following are the premium contribution for the nurses for each pay period for  
 3 a total of twenty-four (24) pay periods for the year.

| <b>Level of Benefit</b>     | <b>Health Reimbursement Medical Plan (HRA)</b> | <b>Health Savings Medical Plan (HSA)</b> | <b>EPO* where offered</b> |
|-----------------------------|--|--|---------------------------|
| <b>Full-Time</b>            | <b>2024</b>                                    | <b>2024</b>                              | <b>2024</b>               |
| Employee Only               | \$16.15  | \$0.00                                   | \$44.95                   |
| Employee and child(ren)     | \$31.85  | \$15.37                                  | \$77.40                   |
| Employee and Spouse/ABR     | \$43.25  | \$25.75                                  | \$100.06                  |
| Employee and Family         | \$59.54  | \$41.26                                  | \$133.38                  |
| <b>Part-Time</b>            | <b>2024</b>                                    | <b>2024</b>                              | <b>2024</b>               |
| Employee Only               | \$33.69  | \$16.02                                  | \$61.62                   |
| Employee and child(ren)     | \$60.18  | \$41.26                                  | \$104.54                  |
| Employee and Spouse/Partner | \$77.86  | \$58.20                                  | \$133.06                  |
| Employee and Family         | \$104.22                                       | \$83.35                                  | \$176.08                  |

\*without health incentive

1 C. Prescription Drug Design In-Network.

| Plan Feature  | Health Reimbursement (HRA) Medical Plan  | Health Savings Medical (HSA) Plan  |
|---|--|--|
| Tier I Network Retail Pharmacies (30-day supply)                          | <p>Preventive: No charge</p> <p>Generic: \$10.00 copay</p> <p>Formulary brand: 20% of cost after deductible (maximum \$150.00 per Rx)</p> <p>Non-Formulary brand: 40% of cost after deductible (maximum \$150.00 per Rx)</p> | <p>Preventive: No charge</p> <p>Generic: 10% after deductible</p> <p>Formulary brand: 20% of cost after deductible (maximum \$150.00 per Rx)</p> <p>Non-formulary brand: 40% of cost after deductible (maximum \$150.00 per Rx after deductible)</p> |
| Tier II Network Retail Pharmacies: (30-day supply)                        | <p>Preventive: No charge</p> <p>Generic: \$10.00 copay</p> <p>Formulary brand: 30% of cost after deductible (maximum \$150.00 per Rx)</p> <p>Non-Formulary brand: 50% of cost after deductible (maximum \$150.00 per Rx)</p> | <p>Preventive: No charge</p> <p>Generic: 10% after deductible</p> <p>Formulary brand: 30% of cost after deductible (maximum \$150.00 per Rx)</p> <p>Non-Formulary brand: 50% of cost (maximum one hundred fifty \$150.00 per Rx)</p>                 |
| Mail order (90-day supply)  | 3 times retail copay   | 3 times retail copay   |
| Specialty (30-day supply) from Plan designated pharmacy network providers | 20% after deductible (maximum \$150.00 per Rx)   | 20% after deductible (maximum \$150.00 per Rx)   |

| <b>Plan Provision</b>  | <b>EPO Medical Plan – Portland<br/>Portland-metro area only</b>    |
|--|--|
| Covered pharmacies   | Tier I and Tier II network retail pharmacies covered at same level |
| Annual medical/Rx deductible   | Deductible does not apply to prescription drugs                    |
| Preventive drugs   | No charge  |
| Generic drugs, 30 day supply   | \$10.00 copay  |
| Formulary brand name drugs, 30 day supply                                  | 20% coinsurance maximum of \$75.00 per prescription                |
| Non-formulary brand name drugs, 30 day supply                              | 40% coinsurance maximum of \$125.00 per prescription               |
| Specialty drugs, 30 day supply, only at plan-designated specialty pharmacy | 20% coinsurance maximum of \$200.00 per prescription               |
| 90- day supply/mail order  | 3 times retail cost  |

1 **D. Medical Savings Account.**

2 Nurses will have a choice of either a Health Reimbursement Account (HRA) or a  
 3 Health Savings Account (HSA) based on their medical plan election.

| <b>Plan Feature</b>   | <b>Health Reimbursement (HRA) Medical Plan</b>     | <b>Health Savings (HSA) Medical Plan</b>                      |
|---|--|---|
| Earned health incentive contribution<br>Note: Amounts are prorated for nurses hired mid-year    | \$700.00 per person<br>\$1,400.00 max per family   | \$700.00 employee only<br>\$1,400.00 if covering dependents   |
| Annual in-network net deductible (deductible minus full health incentive)                       | \$450.00 per person<br>\$900.00 max per family     | \$800.00 employee only<br>\$1,600.00 if covering dependents   |
| Annual in-network out-of-pocket maximum (with in-network deductible)                            | \$3,300.00 per person<br>\$6,600.00 max per family | \$3,000.00 employee only<br>\$6,000.00 if covering dependents |
| Annual in-network net out-of-pocket maximum (out-of-pocket maximum minus full health incentive) | \$2,600.00 per person<br>\$5,200.00 max per family | \$2,300.00 employee only<br>\$4,600.00 if covering dependents |

4 Any balance left in year in the Health Reimbursement Account (HRA) or the  
 5 Health Savings Account (HSA) that is unused at the end of the plan year may be  
 6 rolled over to the HRA or HSA account for the next plan year in accordance with  
 7 the terms of the accounts. If the nurse has been employed for at least five (5)  
 8 consecutive years with the Medical Center, they may use the money in the HRA  
 9 deposited prior to 2016 upon termination of employment for purposes permitted  
 10 by the plan. Nurses on an unpaid leave may also use the balance in the HRA to  
 11 pay for COBRA premiums.



1 **E. Coordination of Benefits.**

2 The plan provisions relating to the coordination of benefits will follow the  
 3 provisions under the plan in 2024.

4

5 **F. Dental.**

| Plan Feature   | Delta Dental PPO 1500          |                                    | Delta Dental PPO 2000          |                                    |
|--|--------------------------------|------------------------------------|--------------------------------|------------------------------------|
|  | PPO Dentist                    | Premier and Non-PPO Dentist        | PPO Dentist                    | Premier and Non-PPO Dentist        |
| <b>Diagnostic and Preventative</b>   |                                |                                    |                                |                                    |
| X-rays, Study Models<br>Prophylaxis (cleaning),<br>Periodontal Maintenance,<br>Fissure Sealants,<br>Topical Fluoride,<br>Space Maintainers,<br>Resin Restoration | No cost and no deductible.     | 20% of the cost and no deductible. | No cost and no deductible.     | 20% of the cost and no deductible. |
| <b>Restorative</b>   |                                |                                    |                                |                                    |
| Fillings, Stainless Steel Crowns,<br>Oral Surgery (teeth removal)<br>Denture Insertion<br>Treatment of pathological conditions and traumatic mouth injuries      | Deductible and 20% of the cost | Deductible and 30% of the cost     | Deductible and 20% of the cost | Deductible and 30% of the cost     |
| General Anesthesia<br>Intravenous Sedation   | Deductible and 20% of the cost | Deductible and 30% of the cost     | Deductible and 20% of the cost | Deductible and 30% of the cost     |
| Endodontics<br>Pulpal and root canal treatment services: pulp exposure treatment, pulpotomy, apicoetomy  | Deductible and 20% of the Cost | Deductible and 30% of the cost     | Deductible and 20% of the cost | Deductible and 30% of the cost     |

| <b>Major</b>   |                                |                                |  |                                |
|--|--------------------------------|--------------------------------|--|--------------------------------|
| Crowns, veneers or onlays, crown build ups, Post and core on endodontically treated teeth  | Deductible and 50% of the cost | Deductible and 50% of the cost | Deductible and 50% of the cost                                       | Deductible and 50% of the cost |
| Dentures, Fixed partial dentures, (fixed bridges) inlays when used as a retainer, (fixed bridge) removable partial dentures, adjustment or repair to prosthetic appliance, Surgical placement or removal of implants | Deductible and 50% of the cost | Deductible and 50% of the cost | Deductible and 50% of the cost                                       | Deductible and 50% of the cost |
| Annual Maximum that the plan pays  | \$1,500.00 per person          | \$1,500.00 per person          | \$2,000.00 per person  | \$2,000.00 per person          |
| Annual Deductible Per person   | \$50.00                        | \$50.00                        | \$50.00  | \$50.00                        |
| Annual Deductible Family Maximum   | \$150.00                       | \$150.00                       | \$150.00   | \$150.00                       |
| Orthodontia  | Not covered                    |                                | 50% after \$50.00 lifetime deductible<br>\$2,000.00 lifetime maximum |                                |

1 **G. Dental Premiums.**

2 The following are the premium contribution for the nurses for each pay period for  
 3 a total of twenty-four (24) pay periods for the year.

| <b>Level of Benefit</b>     | <b>Delta Dental PPO<br/>1500</b> | <b>Delta Dental PPO 2000</b> |
|-----------------------------|----------------------------------|------------------------------|
| <b>Full Time</b>            | <b>2024</b>                      | <b>2024*</b>                 |
| Employee Only               | \$7.90                           | \$13.32                      |
| Employee and child(ren)     | \$16.58                          | \$27.98                      |
| Employee and Spouse/Partner | \$15.00                          | \$25.32                      |
| Employee and Family         | \$21.72                          | \$36.65                      |
| <b>Part Time</b>            |                                  |                              |
| Employee Only               | \$10.27                          | \$15.70                      |
| Employee and child(ren)     | \$21.58                          | \$32.98                      |
| Employee and Spouse/Partner | \$19.52                          | \$29.84                      |
| Employee and Family         | \$28.26                          | \$43.19                      |

4 \*Employee is responsible for the budget/premium cost for the Delta Dental PPO 2000  
 5 plan that exceed the subsidy provided for the Delta Dental PPO 1500 plan.

1 **H. Vision.**

| <b>Plan Feature</b>  | <b>Vision Service Plan network providers</b>  |
|--|---|
| Eye Exam (every 12 months)   | \$15.00 co-pay  |
| Prescription Lenses (every 12 months)  |   |
| Single vision, lined bifocal and lined trifocal lenses   | Covered in Full   |
| Progressives, photochromic lenses, blended lenses, tints, ultraviolet coating, scratch-resistant coating and anti-reflective coating | Covered in Full   |
| Polycarbonate lenses for dependent children  | Covered in Full   |
| Frame (every 24 months)  | \$120.00 (or up to \$65 at Costco) and then 20% off any additional cost above \$120.00. |
| Contact Lens (every 12 months)   | \$200.00 in lieu of prescription glasses  |

2 The two-hundred dollar (\$200.00) allowance applies to the cost of your contacts and the  
 3 contact lens exam (fitting and evaluation) provided the nurse does not purchase  
 4 glasses.

5

6 **I. Vision Premiums.**

7 The following are the premium contribution for the nurses for each pay period for  
 8 a total of twenty-four (24) pay periods for the year.

| <b>Level of Benefit</b>     |             |
|-----------------------------|-------------|
| <b>Full-Time</b>            | <b>2024</b> |
| Employee Only               | \$5.10      |
| Employee and child(ren)     | \$9.19      |
| Employee and Spouse/Partner | \$10.21     |
| Employee and Family         | \$15.31     |
| <b>Part-Time</b>            | <b>2024</b> |
| Employee Only               | \$4.99      |
| Employee and child(ren)     | \$9.00      |
| Employee and Spouse/Partner | \$10.00     |
| Employee and Family         | \$14.98     |

1 **J. Working Spouse Surcharge.**

2 The nurses will participate in the working spouse surcharge on the same basis as  
3 the majority of the Medical Center's non-represented employees as follows: If the  
4 nurse's spouse has access to a medical plan through his or her employer, but  
5 waives that coverage and instead enrolls in a Providence medical plan, a one-  
6 hundred and fifty dollar (\$150.00) monthly surcharge will apply. The surcharge  
7 will be deducted on a pre-tax basis in seventy-five dollar (\$75.00) increments  
8 twice a month. The surcharge will not apply if the nurse's spouse:

- 9 1. Does not have coverage through his or her employer, is not employed or  
10 is self-employed.
- 11
- 12 2. Is enrolled in his or her employer's plan and a Providence plan (as  
13 secondary coverage).
- 14
- 15 3. Is enrolled in Medicare, Medicaid, Tricare or Tribal health insurance (and  
16 is their only other coverage).
- 17
- 18 4. Is a Providence benefits-eligible employee.
- 19
- 20 5. Has employer-provided medical coverage with an annual in-network out-  
21 of-pocket maximum greater than six thousand-six hundred dollars  
22 (\$6,600.00) for employee-only coverage and thirteen thousand two  
23 hundred dollars (\$13,200.00) if covering dependents. The amount of the  
24 maximum may be adjusted annually, not to exceed the annually adjusted  
25 out-of-pocket limit under the Affordable Care Act or other measure as  
26 determined by the Plan in the event the Affordable Care Act is repealed  
27 during the term of the contract.

## **SHORT-TERM DISABILITY FOR STAFF POLICY**

\*\*\*This policy is for reference only – for the most up to date policy please refer to the Caregiver Portal\*\*\*

KB0063804

### **Short-Term Disability for Staff Policy**

---

#### **Providence Portland Medical Center (“facility”)**

**Department:** Human Resources  
**Approved by:** Chief Human Resources Officer  
**Date Last Reviewed:** 8/27/2023  
**Date Last Revised:** 8/27/2023  
**Date Adopted:** 1/5/2020

**Policy Name:** Short-Term Disability for Staff

**Scope:** All benefit-eligible caregivers of the facility not otherwise covered by a separate plan

**Purpose:** This policy describes the short term disability (“STD”) pay program.

**Terms:**

*Actively at work:* Attending to normal duties at caregiver’s assigned place of employment. Being “actively at work” includes working on any regularly scheduled days, holidays and Paid Time Off (“PTO”) days as long as the caregiver is capable of active work on those days.

*Waiting period:* The waiting period during which the caregiver is not eligible for STD.

*Objective medical evidence:* Clinical information such as diagnosis, physical findings, chart notes, telephone contact with physician offices, treatment plans, lab reports, x-rays, medical testing, a description of functional limitations, and documentation of functional limitations such as impaired concentration, poor social-emotional regulation, impaired judgment, and diminished ability to start, maintain, and complete tasks that are due to a mental health diagnosis.

*Planned absences:* Any time the caregiver knows that they will need to be absent from work for a leave-qualifying event (e.g. scheduled procedure, appointment, surgery or an anticipated pregnancy delivery).

*Regular and appropriate care:* The caregiver is receiving regular and appropriate care if they are:

- Receiving care as often as medically required from the physician whose specialty or experience is the most appropriate for the diagnosed disability.
- Receiving treatment that conforms to generally accepted medical standards for treating the diagnosed illness or injury.
- Participating in treatment at the intensity and frequency that is consistent with the diagnosed illness or injury.
- Engaging in face-to-face office visits with a physician or provider.
- Attending all scheduled appointments and treatments.
- Complying with the treatment recommended by the physician or provider.
- Receiving appropriate physical and psychological rehabilitative services.
- For mental illness related disabilities, engaging in active treatment with a behavioral health provider or other physician.

**Policy:**

In keeping with our mission and values, the facility provides eligible caregivers (0.5 FTE or greater) a paid short-term disability program designed to financially protect them if they are unable to work due to a non-work-related illness or injury, including maternity, following seven-consecutive calendar days of absence.

**Requirements.** The short-term disability benefit is designed to provide financial protection if the caregiver cannot work due to a non-work-related illness or injury, including maternity. The employer-paid benefit as outlined below pays a portion of the caregiver's pay, subject to taxes, up through the 26<sup>th</sup> week of disability, as long as the caregiver remains disabled. The caregiver may be eligible for Long-Term Disability if their disability continues past the 26<sup>th</sup> week.

1. **Short-Term Disability Eligibility.** Caregivers with a full time equivalent ("FTE") of 0.5 or higher and scheduled to work 20 hours or more per week will become eligible for short-term disability coverage at the date of hire or date moved into an eligible FTE status.
2. **Waiting Period Before Benefits Can Begin.** In order to be eligible for short-term disability benefits, the caregiver must be disabled for seven consecutive calendar days. During the waiting period, the caregiver can use PTO for work hours missed. For example, if full-time and working 40 hours per week, the caregiver can use 40 hours of PTO to cover the first 7 calendar days. If the caregiver returns to work from an approved claim for 14 consecutive days or less, the prior disability claim will be reopened and the caregiver will not be required to satisfy a new waiting period.

### 3. Short-Term Disability Benefits

- A. Caregivers on an approved short-term disability will be paid at 100% for the first eight weeks following a seven-day waiting period, and then reduces to 66-2/3% for disabilities longer than nine weeks up to a combined 26 weeks. STD is paid at the base pay (and, if applicable, shift differentials and premium pay) in effect at the time the caregiver becomes disabled due to non-work-related illness or injury, including maternity.
- B. Overtime and other extra pay are excluded from the base wage calculation. Short-term disability benefits are taxable as ordinary income in the year received. Applicable state and federal taxes will be withheld from benefit payments along with other regular deductions. Benefits are payable for a maximum of 26 weeks or 180 days (including the 7-day waiting period).
- C. The short-term disability program does not pay benefits for intermittent absences of short duration. Accordingly, benefits are not payable until the caregiver is disabled from work for longer than seven consecutive calendar days.
- D. A caregiver can use their PTO to cover the waiting period for short-term disability. Once short-term disability benefits begin, the caregiver can also use PTO and/or EIB to supplement their income to 100% base pay when their pay moves to 66-2/3% for the life of the claim or until PTO is exhausted.
- E. The following applies to caregivers who live in a state with a state disability insurance (SDI) program:
  - 1. Caregivers are required to apply for benefits with both SDI as well as short-term disability.
  - 2. The short-term disability benefit will be reduced by the SDI benefit amount for a combined total benefit of (100% for the first eight weeks following the seven day waiting period, reducing to 66-2/3% for disabilities longer than nine weeks.
  - 3. If the caregiver returns to partial hours, the short-term disability benefits will be offset by regular hours worked.

### 4. Short-Term Disability Procedures

- A. **Reporting a claim.** Caregivers should request a leave after 3 days of absence or in advance for known or planned absences (e.g., scheduled surgery, estimated delivery date). At intake, it will be determined if the reason for the leave would qualify for short-term disability benefits. The deadline for filing a short-term disability claim is no later than ten days from the caregiver's first day of absence due to their disability. If this deadline is not met, benefits may be denied.



- B. **Conditions to Receive Benefits.** Caregivers are eligible to receive short-term disability benefit payments if all of the following conditions are met.
1. The caregiver sustains a non-work-related injury or illness (see “Special Rules for Maternity”) and the caregiver;
  2. Is actively at work at the time of disability.
  3. Is under regular and appropriate care of a physician. The physician is required to provide objective medical evidence to support the disability. This evidence must indicate:
    - a. That the illness or injury prevents the caregiver from performing their work.
    - b. That the caregiver is undergoing appropriate treatment.
    - c. The start date of the illness or injury.
    - d. The expected duration of caregiver’s disability.
  4. Is compliant with courses of treatment established by physician.
  5. Ensures that acceptable health care and treatment documentation are provided upon request in a timely manner.
- C. **Special Rules for Maternity.** Pregnancy claims will be approved for, and limited to, two weeks pre-partum (including the 7-calendar day waiting period) based on estimated date of delivery and six (regular) or eight (Cesarean) weeks starting with the child’s date of birth unless objective medical evidence extends the disability period beyond the duration already approved.
- D. **Authority to Approve and Continue Benefits.** Final determination of benefit eligibility will be made by our third-party administrator, based on objective medical evidence. Caregivers are required to ensure that supporting medical evidence is provided to our third-party administrator no later than 20 days from the date the claim is filed or first date of absence, whichever is later. Periodic updates with the caregiver’s physician will be required to justify continued payment of benefits. Supporting medical information for extensions needs to be submitted within 7 days.
- The caregiver may also be required to undergo an independent medical evaluation with a physician chosen by our third-party administrator to validate or clarify medical evidence presented as support of the claim. If the treating physician has copying charges or other costs related to gathering information to substantiate a claim, the caregiver will be responsible for the costs incurred.
- E. **When Benefits End or Are Not Paid.** Below are some examples of situations when short-term disability benefits may end or not be paid.

The caregiver is not eligible for coverage under the program for the following reasons:

1. Returns to work at their regularly scheduled number of hours.
  2. Receives the maximum short-term disability benefit for a qualifying disability.
  3. Fails to provide the appropriate notice of the need for a leave.
  4. Refuses medical care or fails to cooperate with a course of treatment.
  5. Stops receiving regular and appropriate care from a health care provider.
  6. Unreasonable refusal to comply with a “return to work” plan.
  7. Has an illness or injury that is caused by, or contributed to, being engaged in an illegal situation or occupation.
  8. Becomes incarcerated for a criminal conviction.
  9. Indicates that a condition is work-related.
  10. Is no longer employed at the facility.
- F. **Appeals.** The caregiver has sixty (60) days from the receipt of notice of a denial for short-term disability benefits to file an appeal. Requests for appeals should be sent to the address specified in the claim denial.

**Help:** For questions about this policy, or assistance with understanding your obligations under this policy, please contact human resources.

The statements of this policy document are not to be construed as a contract or covenant of employment. They are not promises of specific treatment in specific situations and are subject to change at the sole discretion of the facility.

This policy does not modify the express terms of any collective bargaining agreement. In the event of a conflict between this policy and the terms of a collective bargaining agreement, the collective bargaining agreement will prevail.

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8

**MEMORANDUM OF UNDERSTANDING –**  
**SCHEDULING PRACTICES IN THE DEPARTMENTS OF SURGERY, EMERGENCY,**  
**KIDNEY DIALYSIS AND FLOAT POOL**

It is understood by the parties that the Departments of Surgery, Emergency, the Kidney Dialysis Unit and Nursing Float Pool regularly schedule nurses to work different shifts. Such practices may continue and are accepted as an exception to the provisions of Articles 7 and 8, Section C.

**MEMORANDUM OF UNDERSTANDING – CHARGE NURSES**

- 1
- 2 The Medical Center will not challenge the status of nurses holding positions currently
- 3 called Charge Nurses and/or Relief Charge Nurses as bargaining unit nurses based on
- 4 the National Labor Relations Board ruling of Kentucky River.

1                    **MEMORANDUM OF UNDERSTANDING – CONTRACT TRAINING**

2    Contract Training. Within ninety (90) days of ratification, joint Union and Medical Center  
3    trainings will be conducted for interested nurses, regarding changes to this Agreement  
4    and areas where the parties agree there are many questions. The training will be jointly  
5    designed and provided by the Union and Medical Center Human Resources, and will be  
6    held a minimum of three times, in order to reach interested parties on different units and  
7    shifts. All nurses who attend the training will be paid for the time attending such training,  
8    and Charge Nurses will be encouraged to attend.

**MEMORANDUM OF UNDERSTANDING –**  
**OPERATING ROOM PAID TIME OFF SCHEDULING PROCESS**

The Medical Center and the Union hereby agree that the nurses will follow the provisions of Article 5 of the collective bargaining agreement. The parties further, agree, that the following provisions are additional unit-specific processes for the registered nurses working in the Operating Room.

**A. Definitions.**

1. “Prime time” in the Operating Room is defined as the months of June, July and August and December.
2. There are two shifts for purposes of Paid Time Off (PTO) scheduling, based on the time the nurse’s shift begins: A shift = 0700-1200 and B shift = 1300-1900. Nurses with rotating start times for their shifts are included in the block where the majority of their hours have been worked in the preceding six (6) months.
3. There are three (3) vacation scheduling block periods: See Article 5 for Scheduling Periods. The number of nurses that can be on PTO at any given time will be posted one (1) month in advance of these three (3) scheduling block periods.

**B. PTO Determination.** Based on current staffing in the operating room, at least six percent (6%) of PTO eligible RNs, consistent with core staffing requirements could be off work weekly for scheduled PTO purposes. The parties acknowledge that the number of regular nurses and staffing needs may change in which case there will be discussion with the RNs in the unit to determine the percentage of RNs who may be off on scheduled PTO per week. The percentage will be converted into a number so that it can easily be determined how many nurses may be scheduled off with PTO. If the decimal place determining the number of nurses off is greater than 0.5, then the number of nurses will be rounded to the next highest number and conversely rounded to the lower number when there is a decimal place of 0.49 or less.

1 **C. The PTO sign up process.**

2 1. There will be three (3) four (4) month PTO schedules posted per year.  
3 Prior to the scheduling process beginning a seniority list will be posted.  
4 The list will then be divided into thirds.

5 (a) Tier one (I) will consist of the one third (1/3) of nurses with the most  
6 seniority.

7  
8 (b) Tier two (II) will consist of the next one third (1/3) of the nurses who  
9 are not in the first category based on seniority.

10  
11 (c) Tier three (III) will consist of all the nurses whose seniority is not  
12 enough to have them in the tier one (I) or tier (II) two groups.

13  
14 2. In the first (1<sup>st</sup>) week of the PTO scheduling period, tier one (I) nurses will  
15 sign up for PTO.

16  
17 3. In the second (2<sup>nd</sup>) week of the PTO scheduling period, tier two (II) nurses  
18 will sign up for PTO.

19  
20 4. In the third (3<sup>rd</sup>) week of PTO scheduling period, tier three (III) nurses will  
21 sign up for PTO.

22  
23 5. The fourth (4<sup>th</sup>) or last week of the PTO scheduling period, will be  
24 available to any nurse based on seniority to sign up for any additional PTO  
25 time that has not been taken.

26  
27 Managers will make visible to all nurses the dates that have been chosen  
28 by the more senior nurses.

29  
30 **D. Prime Time PTO request.**

31 1. All nurses taking or making PTO requests during prime time will be limited  
32 to a maximum of two (2) weeks.

- 1           2.     A nurse must request the actual days that they wish to be gone. The nurse  
2           should not just request the days that they project they will need. (For  
3           example, the nurse wants the first week in March off on PTO. They should  
4           request the actual days March 3-9 not the days they believe they might be  
5           scheduled for.)  
6
- 7           3.     If a nurse wants to trade days off or days worked or arrange his or her  
8           schedule differently to extend his or her time off with normal days off, they  
9           may do so with the approval of management. Trades granted will not incur  
10          additional overtime and staffing levels must be maintained.  
11
- 12          4.     The PTO scheduling process is not to be used to request blocks of time  
13          off: it is not to be used to arrange one's schedule, i.e. putting in PTO for  
14          every Monday off all summer.



1 **MEMORANDUM OF UNDERSTANDING –**

2 **EMERGENCY DEPARTMENT PAID TIME OFF SCHEDULING PROCESS**

3 The Medical Center and the Association hereby agree that the nurses will follow the  
4 provisions of Article 5 of the collective bargaining agreement. The parties further, agree,  
5 that the following provisions are additional unit-specific processes for the registered  
6 nurses working in the Emergency Department.

7  
8 **A. Definitions.**

9 “Prime time” in the Emergency Department is defined as the months of June,  
10 July and August and December.

11 1. There are two shifts for purposes of Paid Time Off (PTO) scheduling,  
12 based on the time the nurse’s shift *begins*: A shift= 0700-1200 and B  
13 shift=1300-1900. Nurses with rotating start times for their shifts are  
14 included in the block where the majority of their hours have been worked  
15 in the preceding 6 months.

16  
17 2. There are three (3) vacation scheduling block periods: See Article 5 for  
18 Scheduling Periods. The number of nurses that can be on PTO at any  
19 given time will be posted one (1) month in advance of these three (3)  
20 scheduling block periods.

21  
22 **B.** In the Emergency Department, at least fifteen percent (15%) of benefitted nurses  
23 on day shift (0700 to 1200 start times) and ten percent (10%) of those benefitted  
24 nurses on evening and night shift (1300 to 1900 start times) can be scheduled for  
25 PTO. The parties acknowledge that the number of nurses as well as staffing  
26 needs may change, in which case there will be discussion with the RNs prior to  
27 the biannual PTO sign up in the unit to determine the number of RNs who may  
28 be off on scheduled PTO per week. The percentage will be converted into a  
29 number so that it can easily be determined how many nurses may be scheduled  
30 off with PTO. If the decimal place determining the number of nurses off is greater  
31 than .5, then the number of nurses will be rounded to the next highest number  
32 and conversely rounded to the lower number when there is a decimal place of  
33 .49 or less.

1 **C. The PTO sign up process.**

- 2 1. There will be three (3) four (4) month PTO schedules posted per year.  
3 Prior to the scheduling process beginning a seniority list will be posted.  
4 The list will then be divided into thirds.

5 (a) Tier one (1) will consists of the one third of nurses with the most  
6 seniority.

7  
8 (b) Tier two (2) will consist of the next one third of the nurses who are  
9 not in the first category based on seniority.

10  
11 (c) Tier three (3) will consist of all the nurses whose seniority is not  
12 enough to have them in the tier one or tier two groups.

- 13  
14 2. In the first week of the PTO scheduling period, tier one nurses will sign up  
15 for PTO.

- 16  
17 3. In the second week of the PTO scheduling period, tier two nurses will sign  
18 up for PTO.

- 19  
20 4. In the third week of PTO scheduling period, tier three nurses will sign up  
21 for PTO.

- 22  
23 5. The fourth or last week of the PTO scheduling period, will be available to  
24 any nurse based on seniority to sign up for any additional PTO time that  
25 has not been taken.

26  
27 **D. Prime Time PTO request.**

- 28 1. From and after the nurses' most recent date of employment until the  
29 nurse's fourth (4<sup>th</sup>) anniversary of continuous employment, the nurse may  
30 take one (1) week of Prime Time in a calendar year.

- 31  
32 2. From and after the nurse's fourth (4<sup>th</sup>) anniversary of continuous  
33 employment until the nurse's ninth (9<sup>th</sup>) anniversary of continuous

1 employment, the nurse may take two weeks of Prime Time in a calendar  
2 year.

3  
4 3. From and after the nurse's ninth (9<sup>th</sup>) anniversary of continuous  
5 employment until the nurse's twentieth (20<sup>th</sup>) anniversary of continuous of  
6 employment, the nurse may take three weeks of Prime Time in a calendar  
7 year.

8  
9 4. Nurses with twenty years or more of employment can take up to four  
10 weeks of Prime Time in a calendar year.

11  
12 **E. Miscellaneous.**

13 1. No nurse will be granted PTO above the nurse's Prime Time limitations  
14 unless there are additional PTO days available (as calculated by the  
15 Medical Center) during or after the fourth week of PTO scheduling.  
16 Requests during or after that third week of PTO scheduling will be granted  
17 based on seniority.

18  
19 2. Prime time PTO, once granted, will count towards a nurse's yearly  
20 accrual. Nurses who choose to not take their granted Prime Time PTO  
21 may not reschedule this Prime Time later in the calendar year unless  
22 rescheduling was done to accommodate a request of the Medical Center.

23  
24 3. A nurse must request the actual days that he or she wishes to be gone.  
25 The nurse should not just request the days that he/she projects he or she  
26 will need, as blocks can change over time. (For example, the nurse wants  
27 the first week in March off on PTO. He or she should request the actual  
28 days March 3-9 not the days he/she believes they might be scheduled  
29 for.)

30  
31 4. If a nurse wants to trade days off or days worked or arrange his or her  
32 schedule differently to extend his or her time off with normal days off, he  
33 or she may do so with the approval of management. Trades granted will

1 not incur additional overtime, roles must match and staffing levels must be  
2 maintained.

3  
4 5. The PTO scheduling process is not to be used to request blocks of time  
5 off: it is not to be used to rearrange one's schedule, i.e. submitting PTO for  
6 every Monday off all summer.

7  
8 6. PTO requests that are received outside of the tri-annual sign up periods  
9 that would take the requests above the percentage or number that can be  
10 scheduled will be responded to as soon as possible by the scheduler. The  
11 latest date of response will be the contractual posting date for the time  
12 period requested by the staff member.

1 **MEMORANDUM OF UNDERSTANDING –**

2 **MATERNITY DEPARTMENT PAID TIME OFF SCHEDULING PROCESS**

3 The Medical Center and the Union hereby agree that the nurses will follow the  
4 provisions of Article 5 of the collective bargaining agreement. The parties further, agree,  
5 that the following provisions are additional unit-specific processes for the registered  
6 nurses working in the Maternity Department.

7 **A. Definitions.**

8 1. “Prime time” in the Maternity Department is defined as the months of  
9 June, July and August and December.

10  
11 2. There are three (3) vacation scheduling block periods: See Article 5 for  
12 Scheduling Periods. The number of nurses that can be on PTO at any  
13 given time will be posted one (1) month in advance of these three (3)  
14 scheduling block periods.

15  
16 3. The Maternity Department is divided into three (3) operating units: Labor  
17 and Delivery/Triage Unit, the Mother Baby Unit and the Perinatal Special  
18 Care Unit.

19  
20 **B. PTO Determination.** The number of persons who may be on pre-scheduled PTO  
21 per shift, per day will be defined annually at the unit level by the Maternity  
22 Department nurse manager in the first week of December of each year. In the  
23 event that a unit subsequently undergoes a significant staffing increase or  
24 decrease, the unit manager may adjust the number of nurses who may be on  
25 pre- scheduled PTO at one time consistent with the change in staffing no later  
26 than the first week of May each year. A nurse who regularly works on the  
27 evening shift will be considered as day shift for the purpose of PTO scheduling.

28  
29 **C. The PTO sign up process.**

30 1. There will be three (3) four (4) month PTO schedules posted per year. A  
31 seniority list will be posted prior to the start of each request period. The  
32 seniority list will be divided into three (3) tiers.

33 (a) Tier one (1) will consist of the top one third (1/3) seniority nurses.

1 (b) Tier two (2) will consist of the next one third (1/3) most senior nurses.

2  
3 (c) Tier three (3) will consist the lowest one third (1/3) seniority nurses.

4  
5 2. In the first (1<sup>st</sup>) week of the PTO scheduling period, tier one (1) nurses will  
6 sign up for PTO.

7  
8 3. In the second (2<sup>nd</sup>) week of the PTO scheduling period, tier two (2) nurses  
9 will sign up for PTO.

10  
11 4. In the third (3<sup>rd</sup>) week of PTO scheduling period, tier three (3) nurses will  
12 sign up for PTO.

13  
14 5. The fourth (4<sup>th</sup>) or last week of the PTO request period, will be open for  
15 any nurse to sign up for additional PTO time that is still open and  
16 available.

17  
18 Managers will make visible to all nurses the dates that have been chosen  
19 by the more senior nurses.

20  
21 **D. Prime Time PTO request.**

22 1. From a nurses' first employment PTO eligibility until the nurses' ninth (9<sup>th</sup>).

23  
24 2. From the nurses' ninth (9<sup>th</sup>) anniversary of continuous employment, they  
25 may take up to three (3) weeks of Prime Time in a calendar year.

26  
27 3. Nurses with twenty (20) years or more of continuous employment may  
28 take up to four (4) weeks of Prime Time in a calendar year.

29  
30 **E. Miscellaneous.**

31 1. No nurse will be granted PTO above the nurse's Prime Time limitations  
32 unless there are additional PTO days available (as calculated by the  
33 Medical Center) during or after the fourth (4<sup>th</sup>) week of PTO scheduling.

1 Requests during or after that third (3<sup>rd</sup>) week of PTO scheduling will be  
2 granted based on seniority.

3  
4 2. Prime Time PTO, once granted, will count towards a nurse's yearly  
5 accrual. Nurses who choose not to take their granted Prime Time PTO  
6 may not reschedule this Prime Time later in the calendar year unless  
7 rescheduling was done to accommodate a request of the Medical Center.

8  
9 3. A nurse must request the actual days that they wish to be gone. The nurse  
10 should not just request the days that they project they will need, as blocks  
11 can change over time. (For example, the nurse wants the first (1<sup>st</sup>) week of  
12 March off on PTO. They should request the actual days March 3-9, not the  
13 days they believe they might be scheduled for.)

14  
15 4. If a nurse wants to trade days off or days worked or arrange their schedule  
16 differently to extend their time off with regular days off, they may do so  
17 with the approval of management. Trades granted will not incur additional  
18 overtime, roles must match and staffing levels must be maintained.

19  
20 5. The PTO scheduling process is not to be used to request blocks of time  
21 off: it is not to be used to rearrange one's schedule, i.e. submitting PTO for  
22 every Monday off all summer.

23  
24 6. PTO requests that are received outside of the tri-annual sign up periods  
25 that would take the requests above the percentage or number that can be  
26 scheduled will be responded to as soon as possible by the scheduler. The  
27 latest date of response will be the contractual posting date for the time  
28 period requested by the staff member.

1           **LETTER OF AGREEMENT ON TASK FORCE FOR HEALTH INSURANCE**

2   The parties acknowledge and agree that there is a shared interest in engaging  
3   employees in their own health and the impact of their health management on the  
4   insurance program offered by the Medical Center. Toward that end, the Medical Center  
5   agrees that it will include two (2) nurses selected by the Union and one representative  
6   from the Union to review the medical insurance provided by the Medical Center. The  
7   Task Force will meet at least quarterly. The purpose of this committee is to review  
8   relevant data and provide input and recommendations to the Medical Center as to  
9   whether the insurance program is achieving the goal of improved wellness of  
10   employees and reduction in associated costs. The work of the Task Force could also  
11   include, e.g., an assessment of whether the anticipated cost increases were realized,  
12   whether there are plan design elements that might positively affect the cost of the most  
13   common diseases or reasons for utilization, etc.

14  
15   The parties further agree that if there is a committee or task force established with  
16   employees at other Providence facilities in Oregon, the representatives on this Task  
17   Force will be included in that Task Force.

18  
19   This Task Force will jointly make recommendations for plan design. The Task Force will  
20   not, however, have the authority to negotiate or to change the terms of the contract.



1                                    **LETTER OF AGREEMENT ON HIRING PREFERENCES –**  
2                                    **FOR OTHER PROVIDENCE NURSES**

3    The parties recognize and agree that it is a unique experience to work in Oregon as a  
4    nurse in an acute-care facility that adheres to the mission and core values of  
5    Providence. In recognition of that unique experience tied to the mission and core values  
6    of Providence, the Medical Center agrees that nurses who are otherwise in good  
7    standing with a separate Providence employer in Oregon and who have been laid off  
8    from such employment within the prior six (6) months and who apply for an open  
9    position will be hired over other external applicants, provided that the Medical Center  
10   determines in good faith that such nurse is qualified for the job.

11  
12   For purposes of this Letter of Agreement, “good standing” includes: (1) the nurse has  
13   not received any corrective action within the previous two (2) years; (2) the nurse has  
14   not received an overall score of “needs improvement” or lower at any time in the last  
15   two (2) years; and (3) that the nurse has not engaged in any behaviors or misconduct  
16   that would have reasonably resulted in corrective action from the time of the  
17   announcement of the layoff until the time of the nurse’s application for employment.

18  
19   In any case where there are more qualified applicant nurses from other Providence  
20   employers than there are open positions at the Medical Center, the Medical Center will  
21   select the nurse with the earliest Providence hire date, unless another nurse is  
22   substantially better qualified.

23  
24   This agreement will only be honored for Providence nurses with a different Providence  
25   employer when a similar agreement with regards to hiring exists in the Union contract if  
26   any of that nurses former Providence employer.

1                    **LETTER OF AGREEMENT – HEALTH CARE UNIT RESTRUCTURING**

2    The parties recognize that the Health Care Industry is now undergoing an  
3    unprecedented level of change, due in part to the passage and implementation of the  
4    Affordable Care Act. One (1) possible effect of that change is that employers throughout  
5    the industry are considering how best to restructure their care delivery models to best  
6    provide affordable health care to their patients and communities. This may include the  
7    moving or consolidation of health care units from one employer to another, including to  
8    this Medical Center. In an effort to minimize disruption to the delivery of patient care and  
9    to ease the way of groups of new nurses who may be joining the Medical Center, the  
10   parties agree as follows:

- 11
- 12   **A.**    A health care unit restructure is defined as the moving or consolidation of an  
13   existing health care unit or units from another employer (either from another  
14   Providence employer or from outside Providence) to the Medical Center campus  
15   as defined in this Agreement.  
16
- 17   **B.**    In the event of a health care unit restructure, the Medical Center will, if possible,  
18   give the Union thirty (30) days’ notice to allow adequate time to discuss concerns  
19   and transition plans and bargain over any items not addressed in this Letter of  
20   Agreement or in the parties’ collective bargaining agreement. If the Medical  
21   Center cannot, in good faith, give thirty (30) days’ notice, it will give the Union as  
22   much notice as is practicable.  
23
- 24   **C.**    The Medical Center will determine the number of positions that the restructured  
25   health care unit or units will have.  
26
- 27   **D.**    In the event of a health care unit restructure, the nurses joining the Medical  
28   Center from the other employer will have their seniority calculated in accordance  
29   with Article 22. To the extent that such nurses do not have a record of hours  
30   worked, the parties will meet to agree upon a system to calculate the nurses’  
31   seniority based on the other employer’s existing seniority system (if any), an  
32   estimate of hours worked, or on the nurses’ years worked for the other employer.  
33   The Union may revoke this Paragraph (D) regarding seniority if the other  
34   employer does not offer a similar agreement or policy with regard to health care

1 unit restructuring with regard to giving Medical Center nurses, hired by the other  
2 employer in the event of a health care unit restructure, reciprocal seniority.

3  
4 **E.** If new positions result from the restructure, nurses from the unit or units affected  
5 by the restructure will be given the first opportunity to apply for those newly  
6 created positions. The job bidding and posting processes for such position will be  
7 worked out by the Union and the Medical Center, but will generally adhere to the  
8 seniority and job posting provisions of Article 22 – Seniority. Any positions not  
9 filled by nurses from within that unit will then be posted and offered to other  
10 Medical Center nurses consistent with Article 22.

11  
12 **F.** If as a result of a health care unit restructure there are any position reductions or  
13 eliminations at the Medical Center, those will be handled according to Article 24 –  
14 Reduction in Force.

15  
16 **G.** The newly restructured unit or units at the Medical Center will comply with all  
17 other provisions of the contract including Articles 7 and 8.

18  
19 **H.** Nurses' wage rates will be set in accordance with the provisions of Appendix A,  
20 including the provisions regarding experience and placement on wage steps. If  
21 as a result a newly hired nurse would be paid a rate less than they were paid at  
22 the nurse's prior employer, the Medical Center will meet with ONA to discuss  
23 options, with consideration given to both the economic impact on the nurse and  
24 internal equity among the wage rates for existing nurses in the bargaining unit.  
25 All differentials will be paid to the nurse in accordance with Appendices A, B and  
26 C of the parties' collective bargaining agreement. If a nurse coming to the  
27 Medical Center from another employer is then currently on a similar clinical  
28 ladder program, the nurse may apply for placement on the closest corresponding  
29 step on the Medical Center's clinical ladder program, based on the Medical  
30 Center's clinical ladder application schedule.

31  
32 **I.** This Agreement will only be binding for Providence nurses with a different  
33 Providence employer when a similar agreement with regard to health care unit  
34 restructuring exists between the Union and the other Providence employer.

**MEMORANDUM OF UNDERSTANDING –**  
**DEVELOPMENT OF PATTERN SCHEDULING**

**A.** At the written request of thirty percent (30%) of staff nurses or twenty (20) staff nurses on the unit or in a department (or by shift if determined to be operationally feasible) the Unit Based Council shall be convened within one (1) month of the request to address the creation of a pattern scheduling system for that shift, unit or department using the method below.

1. The Medical Center, in accordance with SB469 (2015), will identify the core staffing needs and the number of nurses needed per shift, including the number of pattern schedules and flexible schedules on which to bid.
2. The Unit Based Council solicits the top three (3) schedule choices of each RN on the unit.
3. The Unit Based Council develops at least one (1) pattern schedule (based on seniority preference and with nurses identified on the pattern/schedule) on which the unit may vote.
4. If approved by the manager, the selected pattern shall be implemented within two (2) schedule periods. The manager will not withhold approval for arbitrary or capricious reasons.

No such system will be implemented without approval by both the unit manager and the majority vote of the nurses on the unit. Any such system will adequately address, at a minimum:

- (a) Scheduling that is as predictable and regular as possible with regard to the days of the week to be scheduled and worked over the course of a pay period or a scheduling period as defined in Section A of Article 8.
- (b) Adhering to the weekend and holiday scheduling provisions of Article 8 unless the unit unanimously votes to suspend them. Such unanimity may be signified by a vote, signed letter or petition that is provided to both the unit manager and the Union.

1 (c) A method to adapt any pattern schedule to meet changing patient and  
2 operational needs, including a method for the nurse manager to adjust  
3 the pattern/schedule on a case-by-case basis.

4  
5 (d) A method for nurses to bid into the patterns that are created and  
6 posted based on the provisions of Article 22 – Seniority.

7  
8 (e) Charge Nurses may also have a pattern or predictable schedule  
9 template, separate from staff nurse patterns, that meets the leadership  
10 needs of the unit.

11  
12 **B.** In order to facilitate the implementation of pattern schedules, a unit may choose  
13 to temporarily suspend the process on that unit by which intermittently employed  
14 nurses who average twenty-four (24) or more hours of work per week in a twelve-  
15 (12) week period, as set forth in Article 8, Section E, 6 , for a period of no more  
16 than six (6) months.

17  
18 **C.** If necessary to implement a pattern schedule on a particular unit, the Medical  
19 Center may post positions whereby a nurse would work different shifts  
20 notwithstanding the provisions of Article 8, Section C.

21  
22 **D.** For the duration of this Agreement, the development and implementation of  
23 pattern schedules will be a standing agenda item for the ONA-PPMC Task Force.

1 **LETTER OF AGREEMENT – RN CARE MANAGERS**

2 Providence Portland Medical Center ("PPMC") and Oregon Nurses Association ("ONA")  
3 agree to the following provisions:

- 4 1. RN Care Managers will be covered by the parties' existing collective  
5 bargaining agreement.  
6
- 7 2. RN Care Managers will be paid as follows:  
8 (a) Each nurse will be placed on the wage step that corresponds to their  
9 years of experience as a registered nurse in an acute care facility,  
10 including experience as a Care Manager. Any nurse that is currently  
11 being paid above this step will be held at that step until such time that  
12 their years of service match their wage step. No Care Manager will  
13 receive a reduction in pay.  
14
- 15 3. RN Care Managers will be paid all applicable differentials in accordance  
16 with Appendix A of this collective bargaining agreement.  
17
- 18 4. RN Care Managers who maintain either the Certified Case Manager or  
19 Accredited Case Manager certification recognized by the American  
20 Nurses Credentialing Center will be paid the differential in accordance with  
21 Appendix B of this collective bargaining agreement.  
22
- 23 5. RN Care Managers will be eligible to participate in the bargaining unit's  
24 Clinical Ladder program.  
25
- 26 6. RN Care Managers will accrue PTO according to the provisions of Article  
27 5 of this collective bargaining agreement.  
28
- 29 7. A department staffing plan or guideline shall be developed in collaboration  
30 with staff, subject to manager approval, and shall take into consideration  
31 Social Workers and other non-RN staff. The plan or guideline will establish  
32 a core number of staff per day, taking into account census and acuity on  
33 the floors as well as the number of ACM floats or helpers.

1           8.     The Medical Center retains the ability to adjust an RN Care Manager's  
2                    shift length and days worked, but not FTE, based on operational and  
3                    patient needs. Before making any such adjustments, the Medical Center  
4                    will provide the affected nurse(s) with thirty (30) days' notice of such  
5                    change, and seek the agreement of the affected nurse(s).

1            **6/2 RETENTION SCHEDULING PROGRAM LETTER OF AGREEMENT**

2 Registered Nurses may work six (6) pay periods on their home unit and have two (2)  
3 consecutive pay periods off work that are paid.

4 **A. Implementation & Review:** The parties will conduct joint discussions at Task  
5 Force to identify units where the 6/2 Retention Scheduling Program can be  
6 piloted, to establish start dates for the pilot, and to review the effectiveness of the  
7 scheduling program. The proposed details of the pilot are subject to change,  
8 given mutual agreement through Taskforce. The pilot may begin upon signed  
9 agreement over the terms below:

10  
11 **B. Eligibility:**

- 12        1. Only 0.9 and 1.0 FTE nurses are eligible for the 6/2 schedule program.  
13  
14        2. RN must have completed the one-hundred and eighty (180) days of  
15            successful unit employment.

16  
17 **C. Work Schedule:** The available 6/2 cycles will be established by the manager,  
18 depending on the number of allocated 6/2 cycle shifts available for a particular  
19 unit. This will be communicated, by email, to all staff and made available for  
20 response for no less than seven (7) days. 6/2 schedules will be awarded by  
21 seniority after eligibility criteria have been met.

22  
23 **D.** RNs will not accrue PTO while participating in the 6/2 program. RNs will remain  
24 eligible for other paid and unpaid statutory leave programs according to their  
25 individual terms. The parties will discuss the use of existing accrued PTO and  
26 compliance with Oregon paid leave to ensure RNs have access to incidental sick  
27 leave.

28  
29 **E.** The health and welfare benefits described in Article 14 will continue while  
30 participating in the 6/2 Program.

31  
32 **F.** RNs who begin the 6/2 Program with a PTO balance will not have their PTO  
33 cashed out upon entry into the Program.



- 1 **G.** The parties commit to discuss at Task Force how to manage the impacts of the  
2 6/2 program on the following terms and conditions of participating nurses'  
3 employment:
- 4 1. Short Term Disability;
  - 5
  - 6 2. Benefits;
  - 7
  - 8 3. 6/2 Adjustment Pay/ Supplemental pay;
  - 9
  - 10 4. Extra Shifts;
  - 11
  - 12 5. FTE changes;
  - 13
  - 14 6. Eligibility Requirements; and
  - 15
  - 16 7. Retirement contributions;
  - 17
  - 18 8. Any other topics necessary for the successful implementation of the 6/2  
19 Program.



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**CONTRACT RECEIPT FORM**

(Please fill out neatly and completely.)  
Return to Oregon Nurses Association,  
18765 SW Boones Ferry Road Ste 200, Tualatin OR 97062-8498  
or by Fax 503-293-0013.

Thank you.

Your Name: \_\_\_\_\_

I certify that I have received a copy of the ONA Collective Bargaining Agreement with Providence Portland Medical Center, January 1, 2023 through December 31, 2024.

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Unit: \_\_\_\_\_ Shift: \_\_\_\_\_