

Article 20A – Staffing Adjustments

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B. During periods of low census or lack of work due to technical failures or other reasons, the normal workday and/or workweek may be decreased. The below priority will be used. For bargaining unit employees, unless otherwise stated below, cancellation will be by seniority, subject to maintaining staff of necessary skill and ability.

1. **Traveler/Agency Employees Float:** Traveler/Agency employees will be floated if a need has been identified and the traveler has the necessary skill and ability.
2. **Urgent Shifts Cancelled:** Bargaining unit employees working urgent pay shifts will be cancelled. Prior to being canceled, an employee who is currently working may choose to forego urgent pay and remain at work for the appropriate pay category. This may be straight pay, but could also be overtime or another pay category. Cancellation will then continue as described in the sections below, except that if the employee's new pay category calls for volunteers and there are an insufficient number, the employee may be canceled as if they remained in this pay category.

Employees who do not receive a cancellation notice and show up to work the urgent shift will be paid two (2) hours of courtesy urgent pay.

3. **Other Incentive Shifts (if in effect):** Bargaining unit employees working any other incentive shift will be cancelled. Prior to being canceled, an employee who is currently working may choose to forego incentive pay and remain at work for the appropriate pay category. This may be straight pay, but could also be overtime or another pay category. Cancellation will then continue as described in the sections below, except that if the employee's new pay category calls for volunteers and there are an insufficient number, the employee may be canceled as if they remained in this pay category.

Employees who do not receive a cancellation notice and show up to work the urgent shift will be paid two (2) hours of courtesy incentive pay.

4. **Called-In/On-Call and Called-In/Not-On-Call Cancelled:** Bargaining unit employees working Called-In/On-Call shifts will be cancelled, but shall remain on-call. Bargaining unit employees working a Called-In/Not-On-Call shift may be cancelled before one working a Called-In/On-Call shift.

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