

Article 12A - Internal Posting Shift/Schedule Preference

To facilitate the opportunity for the hospital to fill shifts and/or schedules within a unit cost center in the employee's job classification, bargaining unit employees in the classification in the unit may be granted the opportunity to apply for such shift/schedule if:

1. The bargaining unit employee requesting a change has submitted a signed Preference Card.
2. The bargaining unit employee has been assigned to his/her current shift for more than ninety (90) days.

When a bargaining unit employee wishes to increase or decrease her/his committed hours or change the shift or days she/he regularly works; she/he will notify the employer on a Preference Card, including the specific hours and/or the specific shifts.

The Preference Card shall include:

- Increase/decrease number of hours
- Preferred shift
- Preferred block time
- Weekend scheduling
- Other preference

Per diem bargaining unit employees may use the preference card only for the purpose of changing to committed hours.

A list of the preferences of the bargaining unit members will be maintained on the unit and readily available to bargaining unit employees. The list will be updated after each submission to the manager.

Preference Cards will be honored on the basis of Unit Seniority, the highest unit seniority will be offered the change and then the second highest, until the change is complete. In order for a bargaining unit employee's preference card to be considered, it must have been submitted at least 8 weeks before the manager is notified in writing of the impending vacancy.

If following this process the vacancy is filled, a status change form can be processed.

If following this process does not fill the vacancy and if the manager chooses to fill the vacancy it may be submitted to HR for posting for candidates outside the unit as described in Article 12

Vacancy & Job Posting. The Hospital will notify the VFNHP if there is an elimination of any bargaining unit FTE's and/or bargaining unit hours.