

Article 20A - Staffing Adjustments

A. The University of Vermont Medical Center and VFNHP recognize that variations in census, acuity and service delivery requirements occur daily in response to the health needs of patients in our community and region. During periods of high census and/or high acuity, increased service delivery and/or when there is a need for additional bargaining unit employee staffing, the following priority will be used:

1. Bargaining unit employees with appropriate skill and ability will be asked to volunteer to work extra time so long as it does not incur overtime.
2. (i) Bargaining unit employees with appropriate skill and ability will be asked to volunteer to work for overtime/premium pay according to current practice, unless the cost center develops another alternative process.
3. (ii) In CSR and Respiratory Therapy, bargaining unit employees with appropriate skill and ability who are working in the position will be asked to volunteer for overtime/premium pay on a seniority basis. If no one volunteers, overtime will be offered to others on a first come, first served basis, unless the cost center develops another alternative process. On a timely basis thereafter, overtime will be offered to other bargaining unit employees with appropriate skill and ability.
4. Existing agency employees with the appropriate skill and ability will be asked to work additional shifts.
5. Additional agency employees with appropriate skill and ability may be recruited.

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 cancelled, 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 cancelled 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.
5. **Extra Shift at OT Cancelled:** Staff working an extra shift other than scheduled committed hours and who will be paid at the overtime rate during that shift will be cancelled.
6. **Volunteers – Committed Hours:** Committed hours bargaining unit volunteers will be asked to take time off. Volunteers will have the opportunity to use CTO or take time off without pay. If there is more than one volunteer, selection will be by cost center seniority. Time off will not affect benefit status.
 - a. Prior to cancelling any volunteers per this subsection 4, the supervisor/manager will offer volunteers the opportunity to complete available work on education, research, training, competencies or other cost center work rather than being mandated to take time off.
7. **Volunteers – Per Diem:** Per Diem bargaining unit volunteers will be asked to take time off. If there is more than one volunteer, selection will be by cost center seniority.
8. **Agency Employees Mandated:** Agency employees will be mandated to take time off.
9. **Committed Hours Shift at OT Cancelled:** Staff working a committed hours shift who are also incurring overtime will be cancelled.
10. **Extra Shifts Not in OT Cancelled:** Extra shifts greater than committed hours will be cancelled.
11. **Per Diem Cancelled:**
 - a. Per diem bargaining unit employees will be cancelled as determined by cost center seniority. The lowest seniority per diem will be cancelled first. A rotation will then be established in reverse order of seniority.
 - b. If a per diem employee is cancelled after reporting to work, she/he will be cancelled for the entire shift, but may volunteer to return if needed. If a per diem employee is cancelled prior to reporting to work, the hours of cancellation will be determined by management at the time of notification.
12. **Committed Hours Shifts Mandated:** Bargaining unit employees will be mandated to take time off as determined by Cost Center Seniority. If an employee is mandated after reporting to work, she or he will be mandated for the entire shift, but may volunteer to return if needed.

If an employee is mandated prior to reporting to work, the hours of mandate will be determined by management at the time of the notification. The lowest Cost Center Seniority bargaining unit employee will be assigned to take time off first. A rotation will then be established in reverse order of seniority. Bargaining unit employees have the option of using CTO time, or taking time off without pay. Mandated time off will not affect benefit status. No individual bargaining unit employee will be mandated to take time off more than two (2) times per month.

- a. Prior to mandating time off per this subsection 10, the supervisor/manager will offer employees the opportunity to complete available work on education, research, training, competencies or other cost center work rather than being mandated to take time off.
- b. For Critical Care Transport bargaining unit employees, the decision to mandate time off will be made on a location basis, with the determination based on the Cost Center Seniority of the employees at that specific location.