

# DID U KNOW

## HPAE INFORMATION

### 6.09 WORK PREFERENCE

- ❖ Preference for available work time shall be given to bargaining unit employees over nurses supplied through outside agencies.

### 6.10 WORK AVAILABILITY

- ❖ Prior to Posted Schedules
  - the nurse manager will complete the planning sheets
  - the planning sheets will include obtaining the availability of unit per diems, full time, and part time staff to fill in available slots
- ❖ At time of Posted Schedules
  - nurse manager will display all known shift availability to meet core staffing
  - if additional need for staff, to meet core staffing, later becomes available, they shall be added to that availability sheet
  - additional availability sheet will be posted for non-core needs
  - any availability not approved on the posted schedule, must be entered on the appropriate availability sheet by the nurse
  - availability sheets are posted for the duration of the posted schedule to allow employees an opportunity to make themselves available
- Notification Process
  - the nurse manager/designee will approve time by initialing and dating the availability sheet any time after sheets have been posted for one week
  - the nurse manager/designee will approve time no later than the Tuesday at 5PM for the following week from Sunday through Saturday
  - employees are responsible to check the availability sheets and either date and initial in person or have another employee validate their confirmation by 12 noon on Thursday. If not acknowledge, additional availability will be sought by employer
  - once verified approved shifts shall be reflected on the printed schedule

If you are not approved by Tuesday for the following week, ask your nurse manager – why not?

**WE HAVE THE CONTRACT LANGUAGE – ENFORCE IT!**