

TENTATIVE AGREEMENT
Cooper University Health Care and HPAE
Date: May 30, 2024

ARTICLE 8. WORK PREFERENCE

Work Preference for available bargaining unit work shall be given to bargaining unit nurses over agency and traveler nurses. Regular Full-Time, Part-Time, ~~or~~ Limited Time Nurses, UBP Pool and Baylor must provide at least twelve (12) hours notice to the Clinical Director to volunteer for additional work time that has been scheduled to worked by agency nurses.

Agency and Traveler nurses shall be competent to perform all tasks set forth by the employer.

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Terry Leone
HPAE Representative

5.30.2024
Date

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Sr. Vice President/CHRO

5/30/2024
Date

Full-time and Part-time bargaining unit RNs who work at facilities and/or in units/departments that are closed on a holiday shall have the option to take the holiday with no pay or with PTO.

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clinical unit desires PTO that holiday shift and the holiday for holiday switch will not count as the holiday off on the holiday rotation list.

Based on scheduling needs during the holiday week but before the holiday, the CD shall ask for volunteers to be reassigned from the holiday to an alternative day for that week. If there are more volunteers than needed, it will be granted by unit seniority on a rotating basis. The holiday commitment will be met for those RNs that have been placed on an alternate day and will count as receiving a holiday off for purposes of the holiday rotation list.

When additional time off on a holiday may be granted to a scheduled Bargaining Unit employee, the time off will be given based on unit seniority on a rotating basis and will count as receiving a holiday off for purposes of the holiday rotation list. The holiday requirement of the employee granted additional time off will be fulfilled. For those areas/departments who utilize a holiday rotation list showing who should be granted off, the list will clear every January 2.

The "Track" scheduling set forth in this Article shall take precedence over all scheduling, including weekends, vacations, etc. For example, if an employee is assigned to work pursuant to this Article, he/she must work even though he/she would otherwise be scheduled off because of vacation or the weekend assignment schedule. Part Time employees shall also be subject to the above holiday scheduling. [On holidays, nurses shall not be floated outside of their unit to give another nurse LCPTO.](#)

If an employee does not work when assigned pursuant to this Article, due to call out, the employee may be scheduled to replace the absented holiday within a calendar year based on staffing needs as deemed necessary by the Clinical Director. Such scheduling will be subject to the patient care needs.

Full Time Float RNs I will be required to work 2 winter and 2 summer hallmark holidays and Part Time will be required to work 2 winter and 1 summer hallmark holidays as defined in Article 9.4. Full Time Float RN II will be required to work 1 holiday from track A and B, one from Track C or D, One Winter Hallmark Holiday and One Summer Hallmark Holiday. Hallmark Holiday requirements that fall on the weekend will count towards weekend commitment requirements. Float Nurses(s) shall submit their preference for their Hallmark Holidays between January 16 and January 31 annually and upon hire/transfer. Based upon the nurses' preference and staffing needs, the Director shall assign hallmark holidays based on unit seniority on a rotating basis. Float nurses who neglect to submit a preference will be assigned hallmark holidays based on patient care needs.

If an employee is absent on their scheduled work shift the day before and/or the scheduled shift after a paid holiday, the employee will receive regular pay for that holiday and is not entitled to holiday pay. However the employee will receive PTU pay for the callout/absence.

With the mutual consent of the Clinical Director, employees may alter their holiday schedule by mutually agreeable switches (i.e. holiday for another work day) with other bargaining unit employees, providing that the unit's skill mix is maintained, the scheduled number of Registered Nurses remains the same and patient care needs are met. The holiday requirement of the employee requesting the switch (who switched off the holiday) will be fulfilled and will count as receiving the holiday off for purposes of the holiday rotation list (and the nurse drops to the bottom of the list). When the RNs required holiday shift falls on a weekend, it shall count toward their holiday and their weekend shift requirement.

When switching a holiday for a holiday, nurses shall forego being granted low census PTO or any other opportunity to be moved off the holiday unless no other employees in the

In the OR and PACU, Track A will be Christmas Eve Night and New Years Eve Night. Christmas Eve and New Years Eve days shall be scheduled in accordance with Article 7.

A holiday call list, for those units that take holiday call, will be published simultaneous to the mock scheduling.

All bargaining unit employees with twenty (20) to twenty-nine (29) years of service will work one (1) summer and two (2) winter holidays, which the nurse shall choose annually by January 15th. All employees with thirty (30) years of service and greater will work no holidays. If greater than 50% of the employees on a specific unit on a specific shift or department have thirty (30) or more years of service, the thirty (30) year employee will, in reverse order of seniority, be required to work one (1) summer or one (1) winter holiday based on the staffing needs of the unit.

Summer Holidays: Memorial Day, Independence Day, and Labor Day

Winter Holidays: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day

All part-time bargaining unit nurses' will be scheduled to work one holiday from Track A (only one eve) and one holiday from Track B (only one day) and shall work one (1) day from Track C or D. Tracks shall be rotated annually. In the event that a particular unit is not adequately staffed for a particular holiday prior to the schedule being posted, part-time bargaining unit employees may be required to work one additional holiday per year within the assigned track for that year. Prior to the above: pool nurses will be sought, part-time bargaining unit RN volunteers will be sought, then the least senior part-time bargaining unit RN will work one additional holiday within their assigned track per year on a rotating seniority basis. The current practice with respect to holiday call scheduling shall continue for the duration of this Agreement barring unforeseen or emergent patient care needs.

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7.6 Holiday Schedules/Pay

Recognizing that the Medical Center works every day of the year and that it is not possible for employees to be off on the same day, the Medical Center may assign and agrees to distribute holidays off on an equitable basis. Each unit or department shall be responsible for staffing their own unit(s) during holidays (meaning that employees on one unit may not be allowed to work less than the four (4) below holidays which would create deliberate gaps in their holiday schedule).

Employees, on an annual rotating basis, shall schedule holidays on a track basis.

Employees shall be scheduled to work one eve holiday and one holiday in:

PREMIUM HOLIDAY SCHEDULE/PAY

<u>Track A</u>	and	<u>Track B</u>
<u>Paid at Base Rate</u>		<u>Paid at time and a half</u>
Christmas Eve Day		Christmas Day 12/25 (12:00 am – 11:59 pm)
Christmas Eve Night		
New Year's Eve Day		New Year's Day 1/1 (12:00 am – 11:59 pm)
New Year's Eve Night		
	and	

Shall also be scheduled to work:

<u>Track C</u>	or	<u>Track D</u>
<u>Paid at time and a half</u>		<u>Paid at time and a half</u>
Independence Day *		Memorial Day *
Thanksgiving Day		Labor Day *
* Summer Holidays		

within reason, where shifts are needed. Additional or overtime requests will be placed on the availability list.

- I. Units that do procedures Monday-Friday will do their own follow up phone calls on weekends (Saturday and Sunday). Sign up for weekend call will be done: volunteers first followed by reversed order of bargaining unit seniority, including unit based pool.
- J. Issues raised for clarification that do not rise to the level of a grievance related to this Article will be referred to Labor Management or the CNO for collaborative discussion and mutual agreement.
- K. A staff member who cancels themselves two (2) or more times in a schedule (regardless of when cancellation occurs) will not be permitted to sign up for additional or overtime in the next schedule.

~~(2) — Effective the schedule starting October 1, 2017, based on average daily census, the Medical Center shall open slots in the scheduling system to meet a 1:5 staffing ratio for K8 and K10 (Med/Surg/Tel patients). This shall not require the Medical Center to staff to 1:4. Effective June 1, 2019, a third unit may be identified by the Staffing Committee and may be approved by the CNO to open shifts in the scheduling system to meet a 1:5 staffing ratio on a Medical Surgical, Telemetry or Oncology unit.~~

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5.31.2024
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hours may be offered to UBP by bargaining unit seniority on a rotating basis per schedule. All overtime is subject to cancellation by Cooper.

F. At the beginning of Week 8, the schedule shall be posted via ESS (3 weeks prior to schedule start date). Staff is responsible to check schedule via ESS. Nurses can make schedule changes of equal time and competency in same pay week to be via ESS with the exception of holidays. Holiday changes must be approved by CD in writing/email during the scheduling period.

G. Remaining staffing Needs-POST Schedule Overtime

1. Staff may submit their availability to work post schedule overtime to their unit director. The staff availability will be maintained on a post schedule OT needs list.
 - a. If post schedule overtime need to be assigned, it will be based on bargaining unit seniority. Any additional open shifts will be offered to UBP then hospital pool by bargaining unit seniority.
 - b. All overtime is subject to cancellation and not guaranteed.
 - c. No agency time will be scheduled until all available time, considering skill mix, shift duration, and unit needs have been accepted.
2. RNs who are available for additional hours or OT but were not assigned to their available shifts on their unit may submit their availability to the staffing office in writing to cooperstaffing@cooperhealth.edu. Such additional hours and OT will be assigned based on bargaining unit seniority for FT, PT, LT and Float first. Additional open shifts will be offered to UBP and House Pool.

H. Nurses returning from Medical or Family Leave of Absence will have their base hours placed in the current schedule. The shifts will be placed on the schedule,

and assignment of staff. The scheduler ensures the schedule is loaded into the ESS at the end of week 4 after the schedule opens.

C. At the end of week 5, the Clinical Director moves staff to further balance the schedule based on competencies and staffing needs.

D. Week 6: UBP, House pool, and Retiree Pool Scheduling

1. Once scheduler balances, submits to CD and all balancing moves have been made by CD, the CD or designee will email the group of UBP, House Pool, and Retiree Pool the availability list for them to sign up for their base hours ensuring proper skill mix and assignment of staff. UBP, House Pool, and Retiree Pool will have one week to submit base required shifts. UBP, House Pool, and Retiree Pool staffing is not to exceed the number of nurses required per shift unless approved by the CD.

a. [Shifts will be assigned by bargaining unit seniority.](#)

2. At the beginning of week 7, the CD will finalize and post schedule of base hours.

E. During Week 7:

1. Additional time (non-overtime) will be assigned to FT, PT and LT based on bargaining unit seniority (on that unit first) on a rotating basis (for each schedule) by the unit director after other factors, such as skill mix, shift duration, and unit needs are considered.

2. Any remaining additional time (non-overtime) will be assigned to UBP by bargaining unit seniority on a rotating basis per schedule.

3. Voluntary Overtime –Pre-Schedule Overtime will be assigned based on bargaining unit seniority to FT, PT and LT staff first (on that unit first) on a rotating basis (for each schedule) by the unit director after other factors, such as skill mix, shift duration, and unit needs are considered. Any remaining OT



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7.3 Schedules

Schedules will be posted for required work shifts twenty (20) days (Monday) before the start of the next six (6) week schedule. Such schedule shall be maintained until it is superseded by a new unit schedule. Posted schedules will not be changed without the mutual consent of the Registered Nurse and the Clinical Director.

The following scheduling process shall be used for electronic scheduling. The staff shall produce a completed mock-up-staffing schedule (defined as the specifics of the unit's criteria), which includes the skill mix complement required by the unit. In the event that gaps remain in the schedule, management shall make the necessary adjustments to the schedule to insure the proper skill mix and assignment of staff. The Clinical Director will supervise the development of the mock-up schedule so that weekend requirements, holiday and vacation schedules will be equitably assigned.

(1) Scheduling Procedure

- A. Schedule shall open 10 weeks prior to schedule start date in ESS.
- B. **Base Hours Self Scheduling Process.** Self-scheduling will occur on units that currently utilize self scheduling and those where at least 75% desire to self-schedule.

1. Week 1 & 2: Regular FT, PT, Baylor, Float, and LT staff shall schedule base hours (input phase), including weekend requirements, during their assigned weeks, in accordance with the schedule below.
2. Week 3 & 4: Scheduler creates a mock schedule and will post a written copy to the unit to allow the FT, PT and LT staff to balance base hours. The staff and scheduler shall adjust and balance the schedule to ensure the proper skill mix