

The following constitutes an agreement between the Department of Veterans Affairs, John J Pershing VAMC (the Agency) and the American Federation of Government Employees Local 2338 (the Union) concerning 10 hour tours of duty.

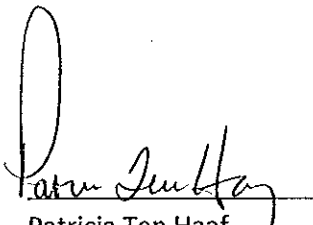
This Memorandum of Understanding (MOU) applies to Urgent Care only.

1. All staff will be scheduled 4-10 hour shifts.
2. The 10 hour shifts are 6:00 am – 4:00 pm and 2:00 pm – 12:00 pm.
3. To ensure proper coverage and safe patient care, minimum staffing of Urgent Care is 3 nurses on the day tour and 2 nurses on the evening tour during weekdays and peak hours.
4. The agency agrees to keep rotation between shifts fair and equitable. Evening shifts are generally the least desirable shift among staff than will therefore be filled first by volunteers, then on the basis of seniority.
5. Employees shall not be scheduled to work more than two of the established work shifts (days, evenings, and nights) within any fourteen consecutive day period unless the parties locally agree to a period longer than fourteen consecutive days.
6. No employee will have a fixed off tour schedule, if it negatively impacts other bargaining unit staff.
7. Staff days off will be rotated (weekdays and weekends) in a fair and equitable basis. Rotation will be done consistent with seniority and the union contract.
8. The agency will utilize rosters of employees to cover unplanned absences. Using the precedence of order; soliciting volunteers, soliciting call-ins followed by mandatory overtime utilizing seniority.
9. The Nurse Manager will solicit staff for their shift preference in writing, which are 10 hour shifts, DAYS 6:00 am-4:00 pm and NIGHTS 2:00 pm-12:00 pm. Seniority will be the deciding factor for any conflicting request. AFGE will receive a copy of each employee's written request prior to finalizing the schedule.
10. Beginning 2017, A and B holiday schedule will be implemented and honored. Ensuring holidays are rotated fairly, and not the same staff having off every holiday. Staff may volunteer to work holidays and volunteers will be allowed to work before staff that do not wish to work the holiday.
11. Overtime availability will be posted with the unit schedule for all urgent care employees and volunteers can sign up based on a posted overtime roster. If overtime is not filled voluntarily by Urgent Care staff, it may then be offered to the staff of other departments.

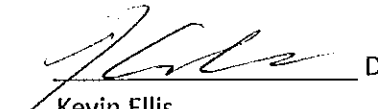
Agency _____

Union KZ

12. No employee can mark another employee off of the overtime schedule. This is the responsibility of the Urgent Care Nurse Manager. Any changes made by management will be discussed with the affected employees and the union rep before implementation.
13. All staff will be informed of their new shift within 15 calendar days of this signed memo. Nurse Manager will have a new schedule completed within 15 calendar days of this memo.
14. All schedules will be posted at a minimum of six weeks prior to first effective date.
15. No bargaining unit employee will have their schedules altered by management once it's been posted, unless the employee volunteers to adjust their schedule, and in doing so, does not negatively impact another bargaining unit employee.
16. Posted schedules will be provided to the local union president when they are posted for bargaining unit staff or when changes occur.
17. Employee desiring to make a change in their shift must make a written request to their supervisor.
18. This MOU will take affect no later than thirty (30) days after signing the agreement.
19. Both sides agree to reevaluate the MOU at the end of 90 days to determine if any issues have arisen on either side. Either party may request to reevaluate upon consent of, or request of either party.


Patricia Ten Haaf
Medical Center Director

Date: 1/6/2016


Kevin Ellis
President, AFGE Local 2338

Date: 1/6/16