CONTRACT INTERPRETATION

NBA ROTATION CHANGE CHECKLIST

KEY PRINCIPLES:

- Employer and Union are working together.
- Steps of mutuality are being followed.
- There is clarity around the process, and
- A communication plan is in place to provide current information.

PROCESS:

1. Initiating Change

A decision, or a proposal, to change a rotation can come from various sources such as members, manager, changes in care delivery. Usually a manager will inform HR who will contact the Union to schedule a preliminary meeting.

Documents required at the meeting:

- ❑ Copies of current master rotation(s) to include names and FTE
- ❑ Copies of draft employer proposed rotation(s)
- ❑ Updated seniority list

Preliminary meeting to discuss:

- Rationale for rotation change.
- Assess impact of change on employees.
- Mutual determination of the process, which may include:
  - When to discuss with members, manager to arrange staff meeting, contact all staff with assigned lines on unit, and (preferable) to have steward present at staff meeting.
  - Timelines to include:
    - Date to post proposed rotation.
    - When members are to submit their rotation, employer to review, reposting timeline and voting.
    - Date to send off successfully voted rotation to BCNU, on approved rotation templates, for final review and approval.
  - Process and timelines for line selection (templates available), usual is for FT to FT, PT to PT but other models can be explored as appropriate (LRO to determine with employer designate).
  - Clearly written guidelines on process and timelines sent out to members by the employer.
  - Staff follow-up meetings arranged as required.
  - Make sure the manager knows that all staff who own lines, including those out of the country or on any leaves, are notified and involved.
  - Units with on-call need to have the schedue of on-call attached to the shift(s).

continued

CONTRACT INTERPRETATION

NBA ROTATION CHANGE CHECKLIST *continued*

Member initiated change follows a similar process with some variation such as:

> Members propose to the manager, and the Union, they would like a rotation change.

> Members develop the rotation, may request assistance from the rotation specialist team.

> Stewards are not expected to build rotations.

> Any proposed rotation is to be submitted to the manager for review and approval to go forward.

2. Choosing a Rotation

Usually a manager will have one or two new master rotation proposals. Posting of these rotations, employee submissions, and voting timelines are followed within the process mutually agreed to.

Rotation Specialists may assist members to develop a rotation that better suits their needs. They will require the following information in order to assist:

- ❑ Names of steward and/or LRO involved and contact phone number(s)
- ❑ Name of Unit: please type out full name
- ❑ Facility: please type out full name
- ❑ Health Authority; please type out full name
- ❑ Date required
- ❑ # of FT
- ❑ # of PT and their full time equivalent
- ❑ Shift start and end times and paid hours for full time/part time
- ❑ Number of staff on each shift for each day of the week
- ❑ Stats - are they built in or not - does the unit reduce/close on stats or weekends
- ❑ Any special requests such as DTA's. If yes, what are the requests/instructions
- ❑ Anything else such as, what it is staff like/do not like and would prefer to see if possible
- ❑ Total FTE - budget
- ❑ Copy of current rotation in Microsoft Excel format
- ❑ Copy of proposed rotation in Microsoft Excel format

Once the rotation(s) are posted:

> Members vote and the rotation that is selected through voting process must be reviewed as follows:

  > Extended rotations, on the standard template with calculation sheet, to be sent to BCNU, by the employer, for review and approval.

  > 8-hour rotations to be sent to steward designate to review for any errors.

Post the selected rotation and begin line selection:

> Using email with a template and a deadline for submission is usually the most efficient.

> Line selection is according to determination of process at the initial meeting between BCNU and the employer.

> Members should be notified to put as many choices in as their order in seniority e.g. 14th in seniority - put 14 choices in.

> Remind members that timelines for votes and submissions must be followed.

continued

CONTRACT INTERPRETATION

NBA ROTATION CHANGE CHECKLIST *continued*

3. Implementing the Change

Once line selection submission process complete, manager and steward sit down with new rotation, seniority list and member line selection(s) and assign. Having both do it saves problems down the road.

- Manager and steward both review and input line selection choices onto the new schedule together.
- If no clear choice submitted, members may be assigned to any remaining position matching their FTE (FT to FT, PT to PT within 0.08 FTE).
- Once line choice assignment complete, no changes can occur, and the rotation is posted for 6-week time frame.
- Pre-approved vacation must be honoured including time off before and after blocks of work if needed. Members may need to adjust dates..

Completed rotation, with names attached to assigned lines, must be posted for six (6) weeks before the schedule start date.

Any issues or concerns, the members should bring forward to their steward who will liaise with the LRO as required.