

**MEMORANDUM OF UNDERSTANDING**

**By and Between**

**WSNA**

**And**

**University of Washington Medical Center-Montlake**

**MOU: Pay Incentives for Extra Shifts**

**A. Objective**

- To provide adequate staffing for safe patient care during periods of high census, acuity peaks and staffing shortages during the COVID pandemic
- To reduce the need for external travelers
- To ensure hospital staffing levels are maintained above a critical staffing level
- To meet patient care needs
- To improve staff morale and retention

The University of Washington Medical Center-Montlake agrees to the following incentive program for the duration of this MOU.

**B. Pay Incentives Per Extra Shift**

<b>Extra Shift Length</b>	<b>Incentive Pay</b>
8 hours or less	\$200
10 hours	\$250
12 hours	\$300

This pay is in addition to all compensation contained in the CBA (e.g., shift differential, weekend premium etc.), contractual overtime and statutory overtime.

**C. Eligibility**

A regular full-time, part-time or per diem who has fulfilled their assigned FTE within the pay period (see CBA). An FTE is fulfilled by the following:

1. Actual hours worked or,
2. Approved and pre-scheduled vacation (approved prior to the effective date of this MOU);
3. Mandatory or pre-scheduled continuing education;
4. Use of accrued paid sick leave.
5. Per diems must first meet their minimum shift within the schedule before becoming eligible for an incentive shift.

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- a. Per diems must meet the CBA definition of a covered or represented per diem in order to qualify.
6. Incentive pay only applies to those shifts designated by each unit/department manager. Designating a shift(s) to be incentive eligible and identifying the number of incentive shifts are rights reserved to management. The designation of a given shift on a specific date as eligible for incentive pay applies only to that shift and is not a permanent designation.
7. Employees must have completed their probationary period or orientation to the department/unit before becoming eligible for the incentive.
8. An employee calling out sick for an incentive shift will provide notice to their unit/department manager following standard unit/department practice. Failure to do so may result in ineligibility for future incentive shifts.

**D. Procedure**

1. Upon posting of new schedules, the Unit or Department Manager or designee will designate on the schedule those shifts that are eligible for incentive pay. Employees will have seven (7) calendar days from the posting date to volunteer for incentive pay shifts.
2. The employer will work to post incentive shifts within 5 days of final schedule posting whenever possible.
3. All volunteer requests will be submitted to the unit/department manager or scheduling designee through UW e-mail. The unit/department manager will notify volunteer employees within three (3) calendar days of their assignment to an incentive pay shift.
4. In the alternative to #1 and 2 above, the unit/department manager or designee may determine a more immediate need to address staffing and will contact eligible employees for an incentive pay shift. Such shifts will be filled on a first come/first served basis.

The employer may offer additional incentive pay shifts after the final schedule is posted should the need arise.

5. For shifts where incentive pay is being offered, employees will be notified by text or email and the schedule will be posted on the units with incentive pay shifts available and designated as such.
6. If an employee volunteers and is selected for an incentive shift and subsequently calls in sick for that shift, they will not be eligible to use any form of leave to cover the missed shift.

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7. Once an incentive shift is accepted by an employee, they are considered a regularly scheduled employee and not subject to being called off involuntarily.
  8. The parties agree that managers and supervisors may offer incentive shifts, in the event of short staffing, even if the shift is less than 8 hours.
- E.** This MOU is not intended to and should not be understood to alter any provision(s) of the applicable CBAs. The parties agree that this MOU does not establish a precedent nor waive the rights of either party to bargain unforeseen changes in working conditions during the COVID pandemic or otherwise.
- F.** This MOU will go into effect the first pay period after the parties have signed and will expire on September 30, 2022 unless extended by agreement of the parties. Incentive pay will not be offered nor provided for shifts worked after September 30, 2022 regardless of the department's schedule period.

Tentatively Agreed To:

For the Union:

DocuSigned by:  
*Ed Zanker*  
719D4FDD5E284BA...

Date: 7/1/2022

For the Employer:

DocuSigned by:  
*Laura Hartless*  
1CB62316D8AE4A0...

Date: 6/30/2022