

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)  
AND  
THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1199NW  
MOU: GUIDELINES FOR DESIGNATING SHIFTS AS CRITICAL STAFFING**

The parties agree that the following guidelines will be used by management when determining whether a shift will be designated as critical staffing and offered at double time.

**General Guidelines:**

1. The determination of critical staffing needs and the double time shift incentive is at the sole discretion of the Employer.
2. Whether a shift will be offered at double time will depend on staffing and case or patient volume and will be determined by each Unit, Department, or Clinic Manager.
3. Double time shifts will be offered as soon as the need is determined.
4. Before designating a shift as double time eligible, management may first seek per diem staffing, float pool staff, or attempt to fill shifts with current FTE staff at the appropriate contractual rate.
5. Double time will only apply to shifts which are designated as such by each Unit, Department, or Clinic Manager.
6. The designation of a given shift on a specific date as eligible for double time applies only to that shift and is not a permanent designation.
7. All double time shifts are voluntary.
8. All double time shifts are subject to cancellation.
  - a. Failure by the Employer to notify or attempt to notify staff of cancellation at least two (2) hours in advance of the shift will result in the employee being assigned to a unit for two (2) hours.

**Eligibility:**

1. Double time shifts are considered extra shifts and may be offered to regular full-time or part-time employees who have fulfilled their assigned FTE within the pay period. An FTE is fulfilled by the following:
  - a. Actual hours worked (~~sick time off does not count as actual hours worked~~);
  - b. Use of accrued paid sick time off;
  - ~~b-c.~~ Approved and pre-scheduled vacation (approved prior to the effective date of this MOU); or
  - ~~c-d.~~ Mandatory or pre-scheduled continuing education.
2. Double time shifts may be offered to temporary/per diem employees provided the following parameters have been met:
  - a. Temporary/per diem hospital employees will become eligible for double time shifts once they provide availability for four shifts per four-week schedule.
  - b. Temporary/per diem Clinic employees will become eligible for double time shifts once they have met their department commitment as determined by the Employer.
3. Travelers are not eligible for double time shifts.

**Procedure:**

1. When a shift is designated as eligible for double time, the Unit, Department, or Clinic Manager will notify all eligible employees in the same job class within the Department/Clinic via written communication or telephone.
2. All volunteer requests will be submitted to the Unit, Department, or Clinic Manager or designee.
3. All same day double time shifts will be filled on a first come/first served basis.
4. All prescheduled double time shifts offered more than one day in advance of the shift will be filled on a rotating basis by seniority.
5. All double time shifts must be documented in KRONOS using the appropriate pre-scheduled double time codes.

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 should they arise.

This MOU will go into effect the first pay period after the parties have signed and will expire on June 30, 2023, unless extended by mutual agreement of the parties.

Tentatively Agreed To:

For the Union:

For the Employer:

DocuSigned by:

*Efrain Velasco*

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DocuSigned by:

*Jade Hersch*

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Date: 10/4/2022

Date: 10/4/2022