

**Letter of Understanding**  
**Between**  
**Park Nicollet Hospital**  
**and**  
**SEIU Healthcare Minnesota**

**Short Term Pre-Scheduled Extra Shift Bonus**

1. The parties enter into this Temporary Letter of Understanding (LOU) starting Tuesday, November 10, 2020 and ending Wednesday, December 23, 2020 in anticipation of short periods of critical staffing needs.
2. Park Nicollet Methodist will provide a temporary bonus for pre-scheduled extra evening and night shifts to Nursing Assistant and Emergency Center who have the skill set to work within the Emergency Center and the Inpatient Areas (2N, 3N, 3E, 4W, 4E, 5E/W, 6E/W, 7W, 8W & OBS) have the ability to volunteer to participate in this plan.
  - a. SEIU represented NAs and Techs who are skilled and able to care for all patients, including care for COVID patients and have ability to work in the Emergency Center, critical care, and the medical/surgical units will be eligible for the increased bonus pay. If the SEIU NA or Tech does not work in the Emergency Center or inpatient settings, the nurse must be able to perform all necessary skill set, as well as have a willingness, to work in these clinical areas in order to participate.
3. Eligible Shifts Include:
  - a. **Inpatient & EC Identified Extra Shifts**
    - i. **Inpatient:** Monday – Sunday
      - 8 hour employee: 1500-8 and 2300-8
  - b. **Emergency Center:** Monday – Sunday
    - i. 8 hour employee: 1500-8, 1700-8, 1900-8, 2300-8
    - ii. 12 hour employee: 1900-4, 2100-4, 2300-4, 2300-8, 1500-12 or 1900-12
4. The amount of the bonus will be \$25.00 / 4 hours worked
5. The bonus will not replace the standard weekend bonus pay. It will be an additional bonus pay for extra pre-scheduled evening and night shifts Monday – Sunday, from the time period of 11/10– 12/23/20 (see chart for identified shifts).
6. The extra bonus will not be paid to employee if they have any unscheduled time off in the pay period the bonus is to be paid (example: replaced self, sick or absent). Time missed due to being told by Employee Health to self-quarantine at home due to a work-related exposure will not negatively impact an employee's bonus.
7. Eligible SEIU NAs or Techs are asked to request all extra shifts via MySchedule. Confirmation of extra shift will follow all normal processes followed by the scheduling teams. We will follow all contract language to increase and decrease our staffing levels, based on seniority and skill set.

Voluntary Participation:	8. NAs or Techs with skill set to work within the Emergency Center and the Inpatient Areas (2N, 3N, 3E, 4W, 4E, 5E/W, 6E/W, 7W, 8W & OBS) have the ability to volunteer to participate in this plan.
Bonus Period:	9. Tuesday, November 10, 2020 – Wednesday, December 23, 2020
Requirement:	To participate: The NA or Tech must be able to perform all necessary skill set, as well as have a willingness, to work in the inpatient clinical areas or Emergency Center. With an understanding they will provide care for all patients, <u>including COVID patients</u> . The extra bonus will not be paid to employee if they have any unscheduled time off in the pay period the bonus is to be paid (example: replaced self, sick or absent). Time missed due to being told by Employee Health to self-quarantine at home due to a work-related exposure will not negatively impact an employee's bonus.
Eligible Shifts:	<b>10. Inpatient &amp; EC Identified Extra Shifts</b> <ul style="list-style-type: none"> <li>a. <b>Inpatient:</b> Monday – Sunday <ul style="list-style-type: none"> <li>i. 8 hour employee: 1500-8 and 2300-8</li> </ul> </li> <li>b. <b>Emergency Center:</b> Monday – Sunday <ul style="list-style-type: none"> <li>i. 8 hour employee: 1500-8, 1700-8, 1900-8, 2300-8</li> <li>ii. 12 hour employee: 1900-4, 2100-4, 2300-4, 2300-8, 1500-12 or 1900-12</li> </ul> </li> </ul>
Extra Bonus Pay	11. Monday – Sunday: NA & TECH \$25.00 / 4 hours worked

Park Nicollet Methodist Hospital:

SEIU Healthcare Minnesota:

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Date: \_\_\_\_\_

Krystal Klein, Internal Organizer

Date: \_\_\_\_\_