UWMC: Pre–Scheduled Voluntary Double Time Incentive Shifts

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Critical Staffing

> **Pre-scheduled voluntary double-time (DT) shifts can be offered <u>for any classification</u> after the initial scheduled bid is incorporated and posted and the Employer has sent out notice for staff of the opportunity to sign up for an extra shift, including Nonpermanent and Intermittent.**

> **Determination of critical staffing needs and the double-time shift incentive is at the sole discretion of the Employer.**

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FTE eligibility

> **Permanent FTE employees will be eligible to volunteer for DT shifts when they are scheduled to meet their permanent FTE within the pay period.**

> **Their FTE is fulfilled by actual hours worked, pre-scheduled vacation, education, and accrued paid sick time off.**

> **LWOP does <u>not</u> count towards FTE for purposes of pre-scheduled DT eligibility.**

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Nonpermanent and Intermittent Eligibility

> **WSNA & SEIU 1199-HMC**
  - **Eligible once 36 hours are scheduled and worked in the week of the DT shift.**

> **SEIU 925 & WFSE**
  - **Eligible once 40 hours are scheduled and worked in the week of the DT shift.**

> **SEIU 1199-NWH**
  - **Hospital Employees: Eligible once they provide availability for four shifts per four-week schedule.**
  - **Clinic Employees: Eligible once they have met their department commitment (as determined by the Employer).**

Scheduling

> DT shifts are Extra Shifts and are not guaranteed, but once they are scheduled, they are expected to be worked unless it is determined they're not needed.

> Employees calling in sick on DT shifts will not receive sick pay.

> Notification of absence is required at least 2 hours before the beginning of all shifts.

> If the Employer fails to attempt to notify staff of cancellation 2 hours in advance of shift, the employee will be assigned to the unit for 2 hours.

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Commonly Asked Questions...

> Double time incentive replaces the previous lump sum incentive for WSNA and SEIU 925.

> For WSNA-NW, the DT premium can be stacked with the $10/hour incentive premium.

> Cannot stack DT premium on top of callback or standby premium.

> Pre-scheduled DT shifts are <u>extra shifts</u>, and premium should not be used to extend regular shifts.

> Pre-scheduled DT shifts do not count towards FTE.

> When scheduling a pre-scheduled DT shift, it must be a scheduled as a separate shift in Kronos.

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KRONOS IMPLEMENTATION

> **Job aid has been sent to managers.**

> **Questions?**