

Tentative Agreement:

LETTER OF AGREEMENT – ON-CALL PROCEDURE

This Letter of Agreement (“Agreement”) is made between Munson (the “Employer”), and Michigan Nurses Association (the “Union”). The Employer and the Union agree to the following:

1. The collective bargaining agreement between the Employer and the Union includes the following provision: “The Medical Center will provide thirty (30) days’ notice to the Union if it seeks to modify the on-call practices/policies for these units and during that period will upon request of the Union bargain with the Union regarding the proposed changes.”
2. For purposes of administering this provision, the Employer and the Union desire to list some of the current on-call practices in Surgical Services, as follows:

D. ON-CALL

There is an expectation that Nurses on-call will be available to begin work onsite at the Medical Center at the start time of the call shift. On call Nurses are to report for duty within 30 minutes of being called.

OR

Holdover on-call shall be scheduled Monday through Friday from 1700 to 2100

Weekday on-call shall be scheduled from 2300 through 0700

Weekend call shall be schedule in the following manner:

First Call shall be scheduled from 0700 through 1500

Second Call shall be scheduled from

0700 Saturday to 0700 Sunday or

0700 Sunday to 0700 Monday

Nurses called in that are scheduled to work the next morning, may elect to take up to seven (7) hours rest from when they clocked out before reporting to work.

Specialty Teams (EV, CV and Eye)

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- a) Weekday call is scheduled from 1500 through 0700
- b) Weekend call is scheduled from 1500 Friday through 0700 Monday

PACU

1. There are separate call lists: a Holiday call list and a night/weekend call list
2. In-House and on-call shifts are credited equally.
3. If an on-call shift is vacated due to unforeseen circumstances, it will be posted for volunteers to pick up. If the shift is > 7 days from time of posting, the person will receive 1 box of on-call credit, if it is < 7days, the person will receive 2 boxes of on-call credit.
4. Call shifts can only be split after the call assignments for a given scheduling period are published.
5. When call shifts are split only one staff member receives credit for that shift.
6. On-call assignment of 1st on-call or 2nd on-call will rotate based on previous call
 - a. If a person is 1st on-call, then the next time they are due to sign up for on-call they will be assigned 2nd on-call.
 - b. If two people signed up for the same day and both were assigned first on-call last time they signed up, then it would go by the most recent date. That person would be assigned second on-call and the person who has a later date would be assigned first on-call
7. Call is counted by the number of shifts.
8. Call rotation is determined by the total number of call shifts and then by the date of the last call shift worked.
9. Which staff member is "up-next" to do call is first determined by the total number of calls they have done relative to their co-workers and then by the chronological date of their last call shift.
10. If staff uses a FMLA day to cover an on-call shift, that staff member still receives credit for that shift.
11. The night/weekend on-call list resets every January 1st.
12. Staff that did the highest number of call shifts from the previous year will be later to do call in the new year than those who did less call in the previous year

13. Which staff member is “up-next” to do call is first determined by the total number of calls they have done in the previous year and then by the date of their last call shift.

PACU Holiday Assignment:

- Current process will remain for three groups that rotate holidays each year. You cannot trade groups even if you trade shifts
- Each group will select a team leader who will help with team member communication and oversee their group’s holiday assignment process. This team leader role will rotate to a different person each year.
- Each group member is required to self-schedule one on-call or in house holiday shift within their assigned holidays. The scheduling will occur in order of bargaining unit seniority.
 - a. If there are more group members than there are holiday shifts, then the top senior staff have the option to pass (if a holiday shift for their group is vacated then this member would be required to fill the shift if no one volunteers)
 - b. All PACU staff ≥ 60 years of age will be exempt from all night holidays
 - c. All core charge nurses will be exempt from holiday assignments
 - d. Before staff can fill an in-house shift, they need to have two years of nursing experience
- If there are remaining open holiday shifts after going through the seniority list, then the team leader will ask for volunteers. If there are no volunteers, then the rotation will start again with the least senior person to the most senior person selecting one shift until all the shifts have been filled. During this process, staff will not be assigned two shifts within the same holiday period (example Christmas Eve and Christmas). You will only be required to self-schedule one summer and one winter holiday.
- If the nurse worked an on-call shift during their last scheduled holiday, then they are expected to sign up for an in-house shift in the next holiday group. If there are more nurses who worked on call than there are in house shifts, nurses would be exempt from the in-house shift in order of seniority (starting with the most senior).
- When a holiday call assignment is vacated due to unforeseen circumstances, we will first ask for volunteers to fill this shift. If no one volunteers to fill a vacated holiday call shift, then the shift will be assigned to the person in that holiday group with no assigned holiday shift (if applicable) or the person with the least amount of bargaining unit seniority that is not working that same holiday period (example Christmas Eve and Christmas). If a group cannot reach a consensus on holiday call shifts, then management will assign remaining shifts based on bargaining unit seniority.
- Management will determine the window of time for accepting volunteers to fill vacated/assigned holiday shifts prior to assigning the holiday.

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- If there are skill mix concerns, then the team leader needs to address this with their group prior to finalizing the holiday call shifts.
- No nurse will be required to work two in house holiday night shifts.

MPR

1. On call scheduling will be determined in the method that is currently in place.
2. Holiday On-call
 - a) There are (3) winter holidays and (3) summer holidays which are rotated each year. The process currently in place to determine how to distribute holiday on call shifts shall continue.
 - b) Holidays that fall on a Sunday or Monday, on call shifts will begin at 1545 on the Friday before the holiday and continue through 0630 on Tuesday morning.
 - c) Holidays that fall on a Tuesday, Wednesday or Thursday, call shifts begin at 1545 the day before the holiday and continue until the day following the holiday at 0630
 - d) Holidays that fall on a Friday or Saturday, on call shifts begin at 1545 on Thursday and continue until 0630 on Monday.

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On Call shifts shall be assigned on a rotating basis as they are currently doing. Nurses shall not be scheduled for more than one weekday call shift per week, which includes Monday through Thursday. Weekend call is scheduled beginning on Friday and ending Monday morning.

Cath lab / EP lab

Call Scheduling

Nurses who are called in and clock out before midnight will be expected to report for their shift the following day as scheduled. Nurses who are called in after midnight, but before 0500, may elect to take up to seven (7) hours rest from

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when they clocked out before reporting to work. Nurses called in after 5 am, will be expected to work their scheduled shift.

Weekday Call

Defined as call occurring on Monday, Tuesday, Wednesday, or Thursday from 1730 – 0700 (13.5 hours)

Weekend Call

Defined as call occurring beginning Friday at 1730 and ending Monday at 0700 (61.5 hours). The process currently in place to distribute weekend on call shifts shall continue.

- a. Nothing in this agreement stops nurses from volunteering to extra weekend call shift.

Holiday Call

Nurses are required to be on call for one recognized holiday (Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Day, New Years Day) per year on a rotational basis.

- b. New nurses shall be added to the rotation upon completing orientation in a unit/department. Holiday rotation shall be disclosed to a nurse during new hire orientation on the unit.
- c. A nurse already working on a unit, at any time but no more than once a year, may request to change their holiday grouping if a vacancy occurs on the unit before placement of new hires into the holiday work group. If more than one nurse requests to change from their grouping subject to a vacancy, then the nurse with the most bargaining unit seniority will have first choice. The Hospital is under no obligation to grant such requests, but no request will be unreasonably denied.
- d. Memorial Day, Labor Day, and Thanksgiving shall be included in weekend call.
- e. July 4th, Christmas Day, & New Years Day shall be included in weekend call if occurring on a Monday or a Friday. If the holiday falls on

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Tuesday, the on call will begin at 1730 on Monday and end at 0700 on Wednesday. If the holiday falls on a Wednesday, on call will begin at 1730 on Tuesday and continue until 0700 on Thursday. If the holiday fall on a Thursday, the on call will begin at 1730 on Wednesday and continue until 0700 on Friday.

Unscheduled On Call List

The Medical Center shall maintain a list of all employees subject to call. This list shall be used to mandate an employee to take a unscheduled call shift above their requirement.

- f. New employees shall be added to the list once they have completed their orientation and are working independently. Their last date of orientation shall be recorded on the list as their most recent date.
- g. If there is a need to fill a gap in call caused by a vacancy waiting to be filled, fmla, and/or unscheduled PTO, the list will be used to place an employee on unscheduled call.
- h. Assignment of unscheduled call shall be on a rotating basis by oldest date. Nurses may volunteer to be assigned an unscheduled call shift at any time.
- i. For unscheduled weekday call shifts, Nurses on a scheduled day off will not be considered for unscheduled call, and the nurse with next oldest date shall be placed on unscheduled call. For unscheduled weekend call shifts, Nurses on approved PTO will not be considered for unscheduled call, and the nurse with next oldest date shall be placed on unscheduled call. These dates shall be recorded on the list.
- j. When using the unscheduled call list to fill a weekend call, a nurse shall not be required to work more than one day of that weekend call. An unscheduled call shift falling on a Friday shall begin at 1730 and end at 0700 Saturday. A Saturday shift shall begin at 0700 and end at 0700 on Sunday. A Sunday shift shall begin at 0700 on Sunday and end at 0700 on Monday.
- k. If Unscheduled call is required on a recognized holiday falling during the week, shifts shall be as follows: 1730 – 0700 the eve of the holiday. 0700 – 0700 beginning the day of the holiday until the day after the holiday. If it falls on a weekend, shifts shall be from 1730 – 0700 on Friday, from 0700 on Saturday to 0700 on Sunday, and from 0700 on Sunday to 0700 on Monday.

3. This Letter of Agreement is expressly conditioned upon successful ratification of the successor collective bargaining agreement by the Union and the Employer prior to July 1, 2026.

Michigan Nurses Association (the "Union"):

Signature: 

Printed: JULIA SMITH-NECK

Date: 6/2/26

Munson Medical Center (the "Employer"):

Signature: 

Printed: Nathan Greenlee

Date: 6/2/26