

Pharmacy Departmental Agreement
between
Santa Clara Valley Health and Hospital System
and
SEIU Local 715

I. Preamble

- A. This agreement has been negotiated pursuant to Article 8, Section 15 of the Memorandum of Agreement between the County of Santa Clara (hereinafter referred to as the County) and SEIU Local 715 (hereinafter referred to as the Union).
- B. This departmental agreement covers the following classifications: Pharmacist (R27), Pharmacist Specialist (P40), Pharmacist Specialist-U (Z40), Pharmacy Technician (R29), and Pharmacy Technician Trainee (R50), employed in the Department of Pharmacy. Should the Union cease to represent any of these classifications, this Agreement will remain in force for the remaining classifications. Should any new classifications be created, the department will meet and confer with the Union about their inclusion under this Agreement.
- C. This agreement supersedes all practices, both formal and informal, pertaining to items covered in this Agreement.

II. Seniority

- A. For purposes of this Agreement, seniority is defined as date of hire within any coded position in the Pharmacy Department. In cases of exact ties in seniority, affected workers shall be notified and the tie will be broken by days of accrued service within the County and then by chance.
- B. The Department shall prepare and maintain a seniority list of coded employees by classification based on the above seniority definition. A copy of the seniority list shall be provided to the Union and posted on the bulletin board in each work unit. The list shall be updated annually. The Union may notify the Department of any discrepancies within twenty (20) working days of receipt of the listing.

III. Definitions

- A. Work units are defined as physical work locations (i.e. Chaboya clinic). Inpatient Services is considered one work location.
- B. Divisions are defined as follows:
 - 1. Inpatient Services
 - 2. Public Health
 - 3. Criminal Justice

4. Mental Health
5. Ambulatory
6. Purchasing Services

- C. When specified, rotating seniority is defined as a worker in a coded classification with the most seniority having the first opportunity, the person with the second highest seniority having the second opportunity, etcetera. This rotation would continue down to the least senior person and then move back up to the most senior.
- D. When specified, inverse rotating seniority is defined as a system where the worker with the least seniority is the first to be assigned; the second least senior would be the second assigned, etcetera, until the entire list is exhausted up to the most senior. The list would begin again with the least senior.

IV. Coverage

For purposes of this Agreement, scheduled extra hours and scheduled overtime hours are hours requiring coverage from scheduled absences. Vacancies shall not be considered absences. The process of providing "annual" vacation coverage shall be excluded from this section.

The department shall provide coverage for a scheduled absence in accordance with Section IV A and B provided that the absence is made known and approved by the Department two (2) weeks prior to the posting of the schedule.

An absence which is made known subsequent to the scheduled absence timeline shall be considered an unscheduled absence. The department shall provide coverage for an approved unscheduled absence in accordance with Section IV C. Employees are encouraged to submit their request for absence as early as possible, preferably two (2) weeks prior to the posting of the schedule.

The parties affirm that it is the responsibility of the individual part-time or full-time coded worker to indicate his or her interest and availability to work extra or overtime hours. The Department will maintain a list of coded part-time and full-time workers in each classification who have communicated in writing a commitment to work extra hours or overtime hours. This list will function by rotating seniority and will be posted quarterly.

A. Extra Hours (Scheduled Absences)

This section applies only to assignments that do not result in overtime. Extra hours shall first be offered to coded part-time workers who have indicated interest by rotating seniority.

In the event that there is a lack of coverage, the Department shall convert extra hours as overtime hours and will assign hours in accordance with Section IVB.

B. Overtime Hours (Scheduled Absences)

Overtime hours shall first be offered to coded employees who have indicated interest by rotating seniority.

In the event there is a lack of coverage, the Department may request additional volunteers (coded workers) within the work unit. The Department shall determine the method by which all workers may indicate their interest and availability and will make the method known to the workers within the work unit.

In the event there continues to be a lack of coverage, the Department shall consider other methods of covering the vacancy (i.e. uncoded staff) prior to assigning mandatory overtime to the coded worker by inverse rotating seniority if available. The Department may deny the request for leave if it results in mandatory overtime.

C. Overtime/Extra Hours (Unscheduled Absences)

1. The Department will call from a list of coded and uncoded workers, in that order, taking into consideration availability. The Department will offer the hours to the first person available.
2. If no one volunteers to cover the absence (vacant shift), it will be assigned to (as mandatory overtime or extra hours) to the worker during the shift preceding the absence according to inverse rotating seniority. The Department may deny the request for leave if it results in mandatory overtime.

D. Emergency Overtime/Extra Hours

1. An emergency absence is an unscheduled absences made known to the Department five (5) work days or less prior to the absence.
2. Emergency Overtime/Extra hours shall be offered to the worker(s) during the shift preceding the absence; the volunteer with the most seniority will work the overtime/additional hours.
3. In case there are no volunteers, the Department will call from the list of coded and uncoded workers, in that order, taking into consideration availability. The Department will offer the hours to the first person available.
4. If no one volunteers to cover the absence (vacant shift), it will be assigned (as mandatory overtime or extra hours) to the worker during the shift preceding the absence according to inverse rotating seniority.

V. HOLIDAYS

In the event that a work unit in the Department of Pharmacy remains open during any of the holidays, the following provisions shall apply. If there is a lack of coverage, the Department shall assign extra hours or overtime (mandatory) in accordance with Section IV.

Ambulatory Division

- A. Every year, management will notify the work unit of the availability of holiday work for the year (November 1—October 31). The Ambulatory Division shall provide the list of holiday work available for each work unit in the month of September for period of fifteen (15) calendar days.

- B. By work unit, staff will sign up to work major and minor holidays as needed and as desired. Every effort will be made to grant each worker time off for at least one (1) major holiday each year. A major holiday is Thanksgiving, the day after Thanksgiving, Christmas and New Year's Day. Minor holidays are all other holidays. Every effort shall be made to equitably distribute major and minor holiday work among the staff in the work unit, unless a worker volunteers to work multiple or repeating major holidays.
- C. Notice of holiday work shall be given no later than the third Monday in October, after all requests have been received. In the event not enough staff volunteer to work on a given holiday, management will assign holiday work to the least senior worker who did not work the holiday the year before. In the event that all staff worked, the holiday will be assigned to the least senior worker in the work unit. Prior to assignment of mandatory holiday work, the Department shall offer holiday work to workers in other work units who have indicated interest per Section D below.
- D. In work units where the pharmacy is closed on certain holidays, workers may sign up to volunteer to work elsewhere in the division. Such work shall be voluntary and shall not replace the bidding and sign up procedures outlined for the workers in each work unit where holiday work is available. Such work shall be assigned by seniority for each holiday.

Criminal Justice

Each staff member shall work his or her equal share of holidays that require pharmacy services. An employee may work fewer holidays if someone wishes to work more holidays. Each worker shall have the opportunity to state which holidays s/he would like off and every effort will be made to accommodate those requests.

Inpatient Services Division

Major Holiday Work (applicable only to Thanksgiving, the day after Thanksgiving, Christmas and New Year's Day.)

- A. During the month of September for a period of fifteen (15) calendar days, workers will indicate in order of preference which major holidays (if any) they wish to receive off. Every effort will be made to grant time off, if requested, for at least one of the four major holidays. If a worker was granted time off for a Major Holiday as part of his/her vacation request, it shall be considered one of the Major Holidays approved for time off.
- B. In evaluating competing time off requests for major holidays, consideration will be given to the prior year to assure that major holiday work is rotated. Preference will be given to the worker's time off request that was not granted for the major holiday the year before (except if approved as part of a vacation request). Should previous major holiday requests granted be similar, the time off shall be offered to the worker with the most seniority on a rotating basis.
- C. In evaluating competing requests to provide holiday coverage, consideration will be given to the prior year to assure that major holiday work is rotated. Preference will be given to the worker's request to work that was not granted for the prior holiday year. Should the previous requests

granted be similar, the major holiday work shall be offered to the worker with the most seniority on a rotating basis.

- D. To accommodate a worker's request for time off on a Major Holiday, schedules in the department may be modified.
- E. Notice of major holiday work shall be given no later than the third Monday in October, after all requests have been received.

Minor Holiday Work (all other holidays)

- A. Workers who normally work the shift on which a minor holiday falls shall be expected to work on that holiday unless there are workers who volunteer to provide holiday coverage. The worker who normally works the holiday shift shall be relieved if s/he agrees.
- B. Volunteers shall submit their requests to work on a minor holiday no later than 6 weeks prior to the minor holiday. If there are competing requests to provide minor holiday coverage, the shift shall be granted to the worker with the most seniority.

Mental Health Division

Every year, the Department will post a list of all holidays for the upcoming year. Workers who sign up by seniority shall volunteer to work as needed and as desired. In the event that not enough staff sign up to work on a given holiday, the Department will assign holiday work taking into account holidays worked the prior year and the number signed up for in the current year. If the number of holidays worked the prior year and the current year is equal, then the least senior worker shall work the holiday.

VI. Schedules

- A. Assignment of routine work schedules, work locations and task assignments are made based upon the needs of the Department to meet the patient care goals of SCVH&HS.
- B. A work schedule is derived from a process that meets patient care responsibilities and which integrates the personal needs of the worker into a schedule that is practically applied to the daily workload by management.
- C. Schedules of shifts shall be posted in each work unit 28 calendar days prior to the starting date of that work schedule. Non-emergency requests for time off must be submitted two (2) weeks prior to the posting of the schedule.
- D. It is agreed that the Department of Pharmacy has the right to determine the staffing needs of each work unit and each shift. This includes the number and classification of workers and the skills and abilities as needed.
- E. Staff may provide input on the work schedule template, however, management has the responsibility and the authority for final implementation and any changes that may be necessary.

- F. The Department may change a worker's assignment when it is based on meeting patient care needs. Except in cases of emergencies, a worker shall be given advance notice, usually thirty (30) calendar days unless otherwise required, of a change in their schedule/assignment. The union shall be afforded notice and shall have the right to meet and confer upon request. In absence of agreement on such proposed action, the Department reserves the right to take necessary action.
- G. Temporary changes in shift assignment and work area assignment to adjust to any emergency situation or any unusual or unexpected workload may be made not to exceed two (2) pay periods. A worker may consent to an extension beyond the two pay periods limitation.
- H. Routine assignment of work location and shift are generally made within the scope of budget units:

- 410: Public Health Pharmacy
- 412: Mental Health Pharmacy
- 417: Institutional Pharmacies
- 921: SCVMC Pharmacies

Under emergency or crisis conditions, inter-budget unit assignments may occur.

- I. Upon supervisor's approval, an employee may switch scheduled work day(s) with other employees.

Ambulatory Care, Criminal Justice, Mental Health and Public Health Divisions

If workers in a given work unit or division wish to alter the scheduling process, they will give notice to Management and request a meeting to discuss the proposed scheduling changes.

If Management wishes to alter the scheduling process, they will provide notice to the Union regarding the proposed change. The Union shall have the right to meet and confer. In the absence of agreement on such a proposed action, the Department reserves the right to take necessary action.

Inpatient Division

- A. In the Inpatient division, management will maintain a minimum of 70% of the master template as fixed/regular schedules. A regular schedule is defined as a schedule with a consistent set of workdays that repeat over the course of a 28-day schedule cycle.
- B. Work Schedule Transfers (Shift Bids)
 - 1. For purposes of this departmental agreement, a work schedule transfer is defined as movement by a worker from one work schedule in a given classification to another work schedule in the same classification.
 - 2. Schedule transfers shall apply to work schedules that become available due to a vacancy.
 - 3. When the Department intends to fill a vacant position, the Department shall post a schedule showing the vacancies for a period of fifteen (15) calendar days. Workers may indicate an interest in writing on the schedule for the original vacancy or any subsequent vacancy.

4. After fifteen (15) calendar days, the Department shall remove the proposed schedule. Assignments will be made by seniority to workers that meet the criteria outlined in #5 below for the vacated position and for all subsequently vacated positions. In no case will workers who are not vacating a position be displaced by workers who have indicated a preference for a vacant position.

5. If applicable, the Department will evaluate a worker's qualifications which are required either by a regulatory agency or an accrediting body outside of SCVHHS, in addition to a worker possessing the skills and abilities needed for the specific shift/area. If all of the above are equal, the most senior worker who bids for the vacant work schedule shall be assigned to the next schedule that is generated.

6. The vacant shift/schedule that remains after fifteen (15) calendar days shall be filled as a job opening in accordance with Section VII.

VII. JOB OPENINGS/TRANSFERS AND POSTINGS

- A. For purposes of this agreement, a work unit transfer is defined as a worker's movement from one position in a given classification to another position in the same classification in a different work unit and/or division.
- B. Whenever a position (job opening) is established or vacated that the Department intends to fill, it shall be posted in each work unit for a period of five (5) working days. Management may request a certification list from Human Resources and this can be done concurrently. (The preferred method of distribution to each work unit is by facsimile.)
- C. Any worker who wishes to transfer to a posted vacant position shall notify the appropriate contact person in writing by 12pm on the date indicated on the posting. Workers who are on vacation or other types of leave may indicate their interest by proxy provided that the worker will be available to interview and be available to work by the designated start date.
- D. In evaluating a worker's qualifications, the following shall be considered: seniority, years and type of experience, evidence of demonstrated competency; and disciplinary record, provided that the employee meets the credentials which are required either by a regulatory agency or an accrediting body outside of SCVHHS.
- E. Management will give transfer requests for the vacant position preference. However, the decision for selection shall be based on the person most qualified for the position; therefore, it can be a candidate from the outside (to the extent allowed by Section 7.4e of the Memorandum of Agreement between the County of Santa Clara and SEIU Local 715). In the event of multiple internal applicants for a single vacancy and workers' qualifications are equal, seniority shall prevail.
- F. For transfer purposes, Pharmacist Specialist (P40) transfer applicants must show evidence of demonstrated competency in the area of specialty required of the position (i.e. oncology, AIDS, medication outcome management), including either a clinical residency or demonstrated clinical experience. Internal transfer applicants who meet these qualifications will be considered for the position, however, the department may hire outside applicants whose qualifications exceed those of internal candidates.

- G. The Department will notify the internal applicants in writing of the outcome of the filling of the posted transfer.
- H. Management shall consider input from an employee (i.e. Pharmacist, Lead, Pharmacy Tech) from the specified vacancy site as part of the decision process.

VIII. VACATIONS

A. Inpatient Services and Ambulatory Care:

Each worker shall be allowed to request vacation on an annual basis, provided there is adequate coverage and the employee has accrued vacation leave. Vacation coverage shall be provided in increments of work week(s). If there are additional weeks of vacation coverage available, the Department shall distribute the remaining weeks among the workers with most accrued vacation. To accommodate a worker's preference for time off, schedules in the department may be modified.

Prescheduled Personal Leave may be contiguous with vacation if coverage can be accommodated.

It is up to the individual staff member to monitor his/her time off balance. Individuals with accrued time off balances which exceed 80% of the three (3) years vacation earnings, may be assigned a vacation if there is uncommitted vacation time coverage after the vacation request cycle is completed. When a worker reaches 80% of the three (3) years maximum, s/he shall inform management. The worker and supervisor shall meet to work out the matter. If there continues to be no resolution, Management retains the right to assign vacation. Assignment shall be to individual(s) who are within the 80% maximum allowable accrued time. Within this group, the first to be assigned vacation will be those who are closest to maximum accrual.

Vacation Cancellation Request

An employee wishing to cancel his or her vacation request must provide sixty (60) days written notice. No time off exchanges between employees shall be allowed. The vacation slot shall be posted for a specified period of time. If there are multiple interested workers it shall be given to the worker with the most accrued vacation.

It is agreed that vacation shall be scheduled by worker preference in order of seniority, except that in scheduling for vacation; the Department may consider an employee's qualifications as required by either a regulatory agency and/or an accrediting body outside of SCVHHS, or the worker's skills and abilities required for specific shift/area.

Procedure

The Department shall provide a blank vacation calendar for each group on the first Monday in August. This calendar shall be posted on the bulletin board for fifteen (15) calendar days. Workers may use this blank calendar to write in their anticipated vacation requests. In Ambulatory, the vacation calendar shall be posted in a central location for each group (for groups see attachment B.) The vacation calendar will cover span of vacation from November 1 through October 31 of each year.

In the month of August or September, in seniority order, each worker will be assigned a designated time frame to sign up for vacation. Each worker will submit his/her vacation request during this assigned time. Approved vacation schedules will be posted no later than the first Monday in October.

An employee who fails to make a vacation selection in the designated time frame defaults to the next person on the list and s/he will be placed at the bottom of the seniority list (for this current vacation bid only). Any requests made after the close of the vacation bid period will be treated on a first come, first served basis. If a worker cannot be present during his/her assigned bid time, s/he may submit a request by proxy or through arrangement with the worker's immediate supervisor.

After vacation sign-ups have been completed, Management will review the sign-ups and finalize the vacation schedule to insure that there is adequate coverage and that all workers who have requested vacation time receive at least two (2) weeks of vacation if requested.

Seniority and Group Definitions in regards to Vacation Scheduling:

For the purposes of scheduling vacation a seniority list for each classification shall be created. Positions that do not provide direct patient care services may be excluded from vacation bidding process.

For Inpatient Services the group(s) shall be defined in attachment A.

For Ambulatory Care Division the group(s) shall be defined in attachment B.

The grouping of work units may be rearranged to ensure the most equivalent number of staff in each group and will be reflected in the attachment. The number of groups may fluctuate depending on available coverage. Either Management or the Union may suggest a change in the attachments. If either side makes a suggested change, the parties will meet and confer. In absence of agreement on such a proposed action, the Department reserves the right to take necessary action.

Prime Vacation Periods

Senior workers are encouraged to share prime vacation periods to ensure equitable benefit.

- A. The calendar will have designated prime vacation periods. Prime vacation periods are defined as the most popular vacation periods of the year. For purpose of Section VIII (Vacations) of this agreement, prime vacation periods are: President's Week, Easter Week, Holiday of July 4th Week through the Labor Day Holiday Week (each week is a prime period), Thanksgiving Week, Christmas Week and New Year's Week.
- B. If there are multiple requests for a prime vacation period the most senior worker will have his/her vacation approved. Once a worker's bid has been approved for a designated vacation period, the worker will be unable to bid on the same designated vacation period for five (5) years. (Unless there are no other bids for the same time period.)
- C. All vacation requests will include no more than three (3) prime vacation periods (weeks) during the vacation year. Vacation requests with more than three (3) weeks of prime periods (weeks) will be returned for resubmission. (Unless there are no other bids for the same time period.)

Criminal Justice, Mental Health, and Public Health

A. CRIMINAL JUSTICE VACATION

The Department of Pharmacy is committed to ensuring that each staff member has a fair opportunity to use his/her vacation and holiday leave. Vacation time shall be allocated by a process which affords all staff members an equal opportunity and which complies with all conditions of the contract between the County and Local 715.

With few exceptions, Pharmacy staff provides direct patient care or produce/furnish medications for direct patient care. All of the services Pharmacy provides are essential to the well being of the patients we serve, many of whom are critically ill. A decline in the response time or productivity in Pharmacy service adversely affects physicians who depend upon Pharmacy is decreased without sufficient staff to support them.

The following is a method of allocated time off which assures adequate staffing to fulfill essential patient care responsibilities and which also assures that staff has a reasonable opportunity to enjoy the vacation time they have earned. It is a method of allocating time off for vacations which is fair and equitable for all members of the Department of Pharmacy within the limits of available resources and to minimize conflicts between the needs of an individual to take a vacation and the need to provide essential patient care.

PROCEDURE:

1. Use the appropriate form for vacation leave and route all copies to the supervising pharmacist.
2. General instructions for submitting a completed form are:
 - A. The time requested for a vacation may not exceed 3 weeks.
 - B. Each employee is responsible for monitoring his/her accrued time off balance.
 - C. Each employee is responsible for placing vacation requests in advance to assure that the department can accommodate the request in a timely manner.
 1. Requests for vacation will be made using the "Semi-Annual Vacation Reservation Cycle." These cycles are: Cycle 1 = April to September; and Cycle 2 = October to March. The earliest time to request a vacation during Cycle 1 is a January 1; the earliest time to request a vacation during Cycle 2 is July 1.
 2. Based on the prevailing workload and the available staffing, the vacation leave of two staff pharmacists shall not coincide.

3. Based on the prevailing workload and the available staffing, the vacation leave of two pharmacy technicians shall not coincide.
4. Requests for vacation with short notice shall be considered and granted on the basis of prevailing workload and available staffing after other scheduled leaves.
5. When two or more pharmacists or two or more pharmacy technicians request popular holiday time frames, a rotation cycle will be used to maintain fairness.

C. MENTAL HEALTH PHARMACY VACATION

1. Request for time off will be done twice a year, each for a six-month period. First period is January 1 thru June 30th and the second is July 1st. thru December 31st. Request for the first period are due no later than December 1st at 5pm and the second period are due June 1st at 5pm. Request may be submitted earlier, but will not be approved until all other requests are received. Requests submitted after the deadline are approved only after all requests submitted before the deadline are approved.

2. Each request submitted must be numbered in order of priority of the worker submitting the request. Requests are granted based on the seniority and priority number on the request. The worker with the most seniority will get his/her first request granted. The worker's second request will be granted if no one else has his or her first request at the same time. The worker with the first request will be granted over another worker's second request for time off.

A request for a week off automatically overrides a request for a single day off.

3. All requests submitted will be approved by Management no later than 7 days after the deadline to submit a request. Any denied request will state the reason for the denial.

4. If the time off request involves a weekend that is normally worked, the worker must notify management within 7 days of their request being granted (provided the schedule does not change). Management will then ask for volunteers to work the weekend needed. If no one volunteers, Management will assign the weekend no later than 2 months before the weekend. Assignment will be on a rotating basis.

5. Requests for time off will be approved so that only one Pharmacist or Technician off at one time and only one Messenger Driver off at any one time. (Unless an extra-help technician or pharmacist is available for coverage. Management will have responsibility to find coverage).

6. Request for more than one day off submitted after the deadline should be submitted at least one month in advance of the time off requested. Approval may be denied if less than one month. Such requests will be considered under #1 above.

7. For the period December 20th through January 6th, if the request is denied because a worker with more seniority has a request approved, the worker will be able to get his or her request approved the next time over the worker who bumped him or her during the same period in the previous year.

If a worker gets a request granted for any time during the above period and bumps another worker, the worker bumped can request the time off the following year and can bump the more senior worker if the more senior worker submits request for time off during the same period as the previous year. (Same period as last year would include a request which includes at least one day during the period.

8. A worker can submit a request for both weeks off at Christmas. If the worker is not bumped, and the request is granted, that worker cannot submit a request for the same time period for the next two years. (Provided another worker wants the time off). Two weeks is any request over 7 days.
9. If a worker is bumped, it is up to the worker, not Management, to keep proof of the worker's denied request forms from the previous year and information on who bumped the worker.
10. If a worker is planning time off, s/he must write his/her request on the vacation calendar so that all workers know of his/her intention

D. PUBLIC HEALTH PHARMACY VACATION

The Department of Pharmacy is committed to ensuring that each staff member has a fair opportunity to use his/her vacation. Vacation time shall be allocated by a process which affords all staff members equal opportunity for being granted vacation. The following is a method of allocating time off which assures adequate staffing to fulfill essential patient care responsibilities and which also assures that workers have a reasonable opportunity to enjoy the vacation time they have earned. It is a method of allocating time off for vacations which is fair and equitable for all members of the Department of Pharmacy within the limits of available resources and to minimize conflicts between the needs of an individual to take a vacation and the need to provide essential patient care.

PROCEDURE:

1. Use the appropriate form for vacation leave and route all copies to the supervising pharmacist.

General instructions for submitting a completed the appropriate forms are:

- A. The maximum time requested for a vacation may not exceed 3 weeks. Management, for good cause, may grant exceptions if adequate coverage is available and patient's safety is not compromised.
- B. Each worker is responsible for monitoring his/her accrued time off balance.

- C. Each worker is responsible for placing vacation requests with sufficient time allowed to assure that the Department can accommodate the request in a timely manner.
 - D. The earliest time to request a vacation is 90 days prior to the actual dates being requested.
 - E. Vacation must be requested at least 30 days prior to the actual requested start date.
2. The vacation leave of two Pharmacists shall not coincide.
 3. The vacation leave of two Pharmacy Technicians shall not coincide, unless approved by management.
 4. The vacation leave of Management Analyst and the Clerical Typist shall not coincide.
 5. Request for vacation with short notice shall be considered and granted on the basis of the prevailing workload and available staffing.
 6. When two or more Pharmacists or two or more Technician's request popular holiday time frames, a rotation cycle based on alternating seniority shall be utilized.
 7. For other classifications that do not provide direct patient care and for whom back up support is not available, assigned/scheduled work must be completed prior to beginning an approved vacation.

IX. ON-CALL PAY

Coded Pharmacists who are trained in the Inpatient policies and procedures and employed in the Inpatient Division are eligible to receive on-call pay for night shift work at the hospital, if assigned by the department. Beepers shall be provided to all workers when placed on on-call status (in accordance with MOU).

- A. A calendar of available on-call shifts shall be posted on the bulletin board in the work unit when the main (master pharmacists) work schedule is posted and shall remain posted until the next month's on-call schedule is posted.
- B. Using this calendar, available on-call work shall be offered and distributed among interested workers. Interested workers shall sign their names on the schedule and indicate their availability. Every effort will be made to distribute on call work equally among all interested workers. If there are competing requests to work on-call shifts, management will use rotating seniority to assign on-call shifts.
- C. If not enough workers select on-call shifts, the department will assign the shifts to the worker by inverse rotating seniority. Prior to mandatory assignment, management may request additional volunteers to sign up for on-call work.

X. Term

The term of this agreement will be from May 1, 2003 through February 28, 2005. Thereafter, this agreement shall continue in full force and effect from year to year, unless notice to terminate or amend is made by mutual agreement or during the month of November of any year.

Date April 24, 2003

Subir K. Dasgupta

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Edvard M. P. Chillo

Sumit M. Dasgupta

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Attachment A

Inpatient Services Division

For vacation bidding the seniority list shall be divided into groups. There will be two groups (Group A and B) i.e. Pharmacy Technicians shall be divided into two groups (A and B) and Pharmacists shall also be divided into two groups (A and B). Pharmacist Specialists will be in the grouping with Pharmacists.

Each worker is assigned to a group in seniority order so that the most senior worker is in group A and the second most senior is in Group B. New hires will be added to a group, at the bottom of the shortest list or to group A if the lists are equal.

Requests are granted based on seniority within each Group on a vacation bid calendar assigned to that group (i.e. Pharmacists within Group A do not compete with Pharmacists in Group B).

Attachment B

Ambulatory Care Division

Currently, Ambulatory Care Division is comprised of Primary Care subdivision and Specialty Care subdivision. The work units that require vacation backfill will be included in the vacation bidding. Ambulatory Care subdivisions will each have their own vacation bidding groups.

Each subdivision shall be divided into groups with no more than thirteen (13) in each group for the purpose of vacation bidding in seniority order. The number of groups may increase should positions be added to the Ambulatory Care division, or decrease should positions be deleted from the Ambulatory Care Division.

Requests are granted based on seniority within each group on a vacation bid calendar assigned to that group. (i.e. Pharmacists within each group do not compete with Pharmacists in a different group). Requests shall be made in increments of work week(s) limited to a maximum of four weeks in the first round of sign up.

Within each group, Pharmacists and Pharmacy Technicians will be separated into subgroups for the purpose of vacation bidding in seniority order. Pharmacist Specialists will be in the subgrouping of Pharmacists. Pharmacy Assistants will be in the subgrouping of Pharmacy Technicians. New hires will be added to the list within the specified subgroup based on seniority as defined in Section II.

Attachment B rev. Date: July 22, 2022

For the County:

DocuSigned by:
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Janice Jones
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