UNIVERSITY OF MICHIGAN HOSPITALS & HEALTH CENTERS UMPNC & UM Management

Joint Problem Solving Meetings Related to Use of PTO or Use of No-Pay Time

When there is an identified concern regarding an employee's frequency or regularity of absences a meeting should be convened.

The purpose of the meeting is to provide an opportunity for the employee to clarify their situation, to develop a mutual understanding of the employee's issues and of the impact of the employee's absenteeism on patient care and on the worklife of other staff members, and to develop a mutual plan to minimize the use of unscheduled PTO.

Preparation for the meeting:

- 1. Notify Director
- 2. Members present should be employee, UMPNC representative and manager. (If use is related to use of no-pay time, HR Consultant must be present)
- 3. Have data available documenting concern (e.g. Annual Attendance report and Individual calendar). Share with employee & UMPNC prior to meeting. Present at meeting if necessary.

Identify Reason for the meeting (circle what applies on the agenda)

- 1. Use of PTO for partial shift request.
- 2. Continuous use of unscheduled PTO.
- 3. Contiguous use of Unscheduled PTO with scheduled PTO.
- \rightarrow Note: if issue is use of no pay time, use of the agenda specific for this issue.

Agenda to include:

Introduction including purpose/intent of PTO Guidelines and reason for meeting.

Discussion to include time for employee and manager to present.

Development of interests and options.

UMPNC & Management rank options separately and then share.

Develop plan of action based upon options that are mutually agreeable.

Next steps.

Available resources:

PTO Guidelines (UMPNC Agreement 2001, Addendum B) UM Employee Assistance Program Human Resources Consultant

Send copies of information to Employee, UMPNC Representative, Manager, Director, (& HR Consultant if meeting related to use of no-pay time)

UNIVERSITY OF MICHIGAN HOSPITALS & HEALTH CENTERS JOINT UM MANAGEMENT & UMPNC

PROBLEM-SOLVING MEETING RELATED TO USE OF NO-PAY TIME

| Nurse Manager Employee | | | |
|--|---|--|---|
| | | | |
| UMPNC Rep | p | | |
| Time: | Location: | | |
| Item for Discussion | | | |
| rpose of meeting | g related to exhaustion of PTO, | UMPNC/ Manager | 10" |
| sues, employee p | erspective, data if needed | All | 10" |
| S | | All | 10" |
| ank Options | | All | 30" |
| Develop mutually agreeable action plan | | | 20" |
| | Employee UMPNC Report of Time: Item for the prose of meeting the sues, employee possions. | Employee UMPNC Rep Time: Location: Item for Discussion Tropose of meeting related to exhaustion of PTO, nee Sues, employee perspective, data if needed suesh Ank Options | Employee UMPNC Rep Time: Location: Item for Discussion |

10"

All

Plan follow-up/next steps

UNIVERSITY OF MICHIGAN HOSPITALS & HEALTH CENTERS JOINT UM MANAGEMENT & UMPNC

PTO PROBLEM-SOLVING MEETING

Purpose: To provide an opportunity for the employee to clarify their situation, to develop a mutual understanding of the employee's issues and of the impact of the employee's absenteeism on patient care and on the worklife of other staff members, and to develop a mutual plan to minimize the use of unscheduled PTO.

| Attendees: | Nurse Mana | nger | | |
|--|-------------------|------------------------------|------|------|
| | Employee | | | |
| | UMPNC Re | | | |
| Date: | Time: | Location: | | |
| | Item for | Discussion | Lead | Time |
| Introduction: Intent of PTO guidelines & purpose of meeting related to: (circle what applies) 1.Use of PTO for partial shift request 2.Continuous use of unscheduled PTO 3.Contiguous use of Unscheduled PTO with scheduled PTO | | UMPNC/ Manager | 10" | |
| Discussion of is | ssues, employee p | perspective, data if needed. | All | 10" |
| Develop interests. | | | All | 10" |
| Brainstorm & Rank Options. | | | All | 30" |
| Develop mutually agreeable action plan. | | | All | 20" |
| Plan follow-up/next steps. | | | All | 10" |