

Guide to the Worksheet for Overtime + Unanticipated Overappointment Hours 5% Trigger

Reference Sources:
 One Staff Prod=Productive
 Time Report
 One Staff SRW=Staffer
 Report Writer
 MNA Contract

EFFECTIVE: 11/14/2019

One Staff Productivity Report

One Staff SRW					One Staff SRW			One Staff SRW		One Staff SRW		One Staff SRW		One Staff SRW		One Staff SRW		One Staff SRW		One Staff SRW		
Tracking Code x										Codes /		Code ;		Tracking Code ?								
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
One Staff Period	PerDiem & Temp Hrs	Temp CSR & PerDiem FMLA_Extended Sick Coverage	CSR Reg RN Hrs	Other Flt RN Hrs	Total Float Hrs excl col C (B+D+E)	Actual Unit Based Reg RN Hrs	Holiday Hrs off will be counted in the denominator of the trigger	Total RN Prod +N3 B Hrs incl Temp & PerDiem hrs FMLA/Extended Sick Cov excl. Other Temp plus Holiday hrs off	All Reg.RN OT Hrs	All Reg.RN OA Hrs	OA/OT hours to cover elected UMPNC representatives who are off the unit on union time.	Actual OA/OThrs during Hol week due to unworked Hol Units-No Hol Obligation	Hrs worked pursuant to on call	Total OT + OA Hrs excl. col L excl. col M excl. col N (J+K-L-M-N)	Float Reg RN OT/OA Hrs	All Reg RN OA Hrs (incl NP OA)	Trigger % OT + UAOA	OT/UAOA 5% TrigHrs (I x 0.05)	OT/UAOA Hrs Over Under Trigger (O - S)	PerDiem + OT + all OA hrs = % of All RN Hrs (B+J+Q-L-M-N/I)	Effective Wkcd FTE (I/160)	Avg OT/ Avg /UAOA Hrs/ Eff. Wkcd FTE (O/V)

Column B: PerDiem RN + temp hours from the TRN Staffing Level section of the One Staff Productive Report.

Column C: Hours worked by temp CSR & PerDiem to provide coverage for nurses on FMLA/Extended Sick.

Column D: CSR Regular RN hours from the Supplemental section (CSR Reg) of the One Staff Productive Report.

Column E: Float hours from the Supplemental section (Other) of the One Staff Productive Report.

Column F: Total Float hours from the Supplemental section of the One Staff Productive Report. Reflects all hours worked by Temporary and Regular RN staff from CSR and other Units - excludes column C.

Column G: Productive hours worked by Unit regular RN staff; excludes hrs from CSR and Other unit RN staff.

Column H: Holiday hours off will be counted in the denominator of the trigger (codes H, V, Y, @, subtract h)

Column I: Total of all Regular RN productive hours from the One Staff Productive Report; includes home unit based Reg., CSR Reg. and Regular RNs from other units; also includes CSR Temps & PerDiem nurses providing FMLA/STD coverage and home unit based Reg N3 hours (code B and \$) and holiday hours off

Column J: Overtime hours include One Staff codes: t (Productive OT hours 1.5x), M (Productive Mandated OT hours 1.75x), Z (Productive OT hours due to Patient Care Safety 1.5x), ! (Non-Direct OT hours 1.0x)
 Includes OT hours worked by Regular RN staff from CSR and Other units.

Column K: Overappointment hours include One Staff codes: + (Productive OA hours 1.0x), m (Productive Mandated OA 1.0x), ((Productive OA due to Patient Care Safety 1.5x)
 Includes OA hours worked by Regular RN staff from CSR and Other units: excludes Non-Direct OA code (=).

Column L: Code / (OA/OT hours to cover elected UMPNC representatives who are off the unit on union time.

Column M: Actual OT/OA hrs worked during holiday week due to paid, unworked Holiday (used only for units with no Holiday obligation) Code ;

Column N: Hrs worked pursuant to on call will not appear in trigger calculation but will be paid the trigger premium (code ?).

Column O: Total OT/OA hours worked by Regular RN staff: excludes Col L, M & N (OT/OA hrs worked during holiday week due to paid and unworked Holiday; only for units with no Holiday obligation) (Hours worked pursuant to on call).

Column P: Total OT/OA hours worked by Regular Float RN staff;

Column Q: Total of ALL Overappointment hours worked by Regular RN staff which includes OA Non Productive hours (code = reflects overappointment non productive hours for blitz, mandatories, orientation -no premium).

Column R: The % of RN productive hours (Col I) worked as OA/OT hours (Col O). Formula: column O divided by column I expressed as a percent.

Column S: Represents number of hrs equal to 5% of all RN hrs worked; used as a reference for the % overtime and overappointment hours worked by Regular RN staff.

Column T: Represents number of OT/OAhrs < or > Col O;

Column U: The % of Regular RN hours (Col I) which are worked by PerDiem + Reg. RN OT + All Reg RNOA hours (B+J+Q and excludes Col L, M and N)

Column V: Represents productive hrs. worked by Regular RN staff for 4 weeks (Col I) divided by 160 hrs. to reflect effective worked FTE. This is not the budgeted FTE figure.

Column W: Represents the average OT/OA hrs. per effective worked FTE. Contractual 5% trigger is equivalent to 8 hours per worked FTE per One Staff period

OneStaff skills used: A B C D