Workload Review Committee Calendar

January

- New workload members announced & welcomed aboard
- Holiday request period January 1-15 (para. 333J)
- Budget Review (para. 136B, 136C)

February

- Staff should know what holidays they are assigned to no later than February 1st (para. 333J)
- Vacation picks – minimum of 75% of their years accrual rate
- First round – February 1-21st (para. 333J)
- Second Round – March 1-14th (para. 333J)
- New Workload members begin and must vote for new workload chair/co-chair (this cannot be the clinical nurse director/supervisor)
- Budget Review (if not done in January)

March

- Remind staff should let AA know asap if they are planning on using their MNA money – the funds do not have to be spent, just claimed. $275 pro-rated based on appointment fraction (para. 590A)

April

- Final PTO schedule must be posted by April 1st (para. 333J)
- By April 15th MNA funds not allocated go back to central fund (para 590D)

May

- Charge nurse guidelines should be reviewed annually (para. 605) and send a copy afterwards to UMPNC (UMPNCworkload@minurses.com)

June

- By June 15th any RN can submit a request to use those pooled funds for professional development (para. 590D)

July

- Start of fiscal year - OA/OT, Assigned Time Off and Voluntary Time Off logs may be cleared. WRC determines whether to clear them monthly, quarterly or yearly.

August

- Review acuity tool (para 136C) and send a copy afterwards to UMPNC (UMPNCworkload@minurses.com) May review earlier if initiatives or departmental changes affect nursing workload.

September

- Review scheduling guidelines and send a copy afterwards to UMPNC (UMPNCworkload@minurses.com)

October

- Unit vote for Christmas holiday (employees working Christmas must be guaranteed either 24th or 26th off (para. 367B)
- Sign up sheet for workload members posted (Oct 1st) - approved sign up form is located on JIT (Joint Implementation Team) website under "Templates, Forms and Tools" tab

November

- Results on Christmas holiday vote should be shared with staff
- Sign up sheet for those interested in joining workload committee should be submitted to UMPNC (UMPNCworkload@minurses.com) so they may select new members (Nov 1st)

  Selection is based on:

- Novice to Expert
- Seniority
- Representation of all shifts
- Various RSAM & Framework levels
- Diversity & Inclusion

Also WRC should never have all members rotating off at the same time. It should be half on and half off. Reminder, these are 2 year terms, however UMPNC may replace members when determined appropriate.

- Workload to determine PTO hours offered up to the unit and how many hours available during holiday weeks. Management should bring these numbers and present them for review. Must be posted for staff prior to Dec 1st (para 333I)

December

- New workload members are notified by either UMPNC or current workload chair