

CWA LOCAL 1133
OFFICE POLICY
No. XIX

TITLE: Office Scheduling Policy

SCOPE: Executive Board

REVISED: August 15, 2023

- I. Officers:
- A. President elected from Catholic Health must work no less than six (6) and no more than eight (8) days per pay period, in the union office regardless of their category or length of shift in a three – three pattern, three-four pattern, or four-four pattern. This will include a minimum of 40 hours scheduled Union time and a maximum of 60 hours scheduled Union time.
 - B. Executive Vice President elected from Catholic Health must work no less than six (6) and no more than seven (7) days per pay period, in the union office regardless of their category or length of shift in a three – three or three – four pattern. This will include a minimum of 40 hours scheduled Union time.
 - C. Secretary/Treasurer elected from Catholic Health must work no less than six (6) and no more than seven (7) days per pay period, in the union office regardless of their category or length of shift in a three – three or three – four pattern. This will include a minimum of 40 hours scheduled Union time.
- II. Executive Board Member(s) elected from Catholic Health must work no less than five (5) days per pay period in the union office regardless of their category or length of shift in a three – two pattern. The exception to this will be those working extended shifts (maximum of 9.5 hours), who will be allowed to work no less than four (4) days per pay period in a two – two pattern. This will include a minimum of 37.5 hours scheduled Union time per pay period.
- III. In the event an Executive Board Member has a weekend and/or holiday commitment with the Employer, they will satisfy this commitment with the Employer. Should an Executive Board Member not have a weekend and/or holiday commitment, the Executive Board Member will be required to work at minimum one (1) shift with the Employer per month. Any exception to this will be addressed and decided upon by the Executive Board.
- IV. In no event will an Executive Board member be compensated above the Employers FTE designated to them, inclusive of the minimum 37.5 hours per pay period. Part-time and/or Per Diem Executive Board Members that have an FTE where they would usually work less than 37.5 hours per pay period are the only exception to this rule.
- V. Shift differential, designated charge differential, and float pool differential will be paid where applicable.
- VI. Executive Board members may coordinate the length of shift worked in the hospital with their manager.
- VII. Should it become necessary for an Executive Board member to require an exception to the schedule it will be handled on a case-by-case basis in the following manner:
- A. Submit the request in writing to the Secretary/Treasurer
 - B. The Secretary/Treasurer will present the request to the President and Executive Vice President for approval

- C. The outcome of the decision will then be communicated to the Executive Board Member in writing
- D. These requests will not be arbitrarily denied

VIII. This policy reflects scheduled Union hours, not hours paid.