

## **LETTER OF UNDERSTANDING**

**between**

**ALLINA HEALTH EMS**

**and**

**IAEP LOCAL 167**

**Subject: Temporary Holdover and Shift Bonus**

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The parties have agreed to implement a temporary extra shift bonus program effective from June 1, 2025, through December 31, 2025, as described below. This agreement supersedes any and all extra shift bonus programs currently in place between the parties.

An employee picking up an open, extra shift eight of at least (8) hours shall receive an hourly bonus for the extra shift based on the employee's FTE listed in Workday as follows:

- 0.75 FTE – 1.0 FTE: \$15/hour bonus pay
- 0.5 FTE – 0.74 FTE: \$10/hour bonus pay
- 0.1 FTE – 0.49 FTE: \$5/hour bonus pay (beginning with next eligible shift after meeting quarterly hourly requirements)
- 0.0 FTE: \$5/hour bonus pay (beginning with next eligible shift after meeting casual quarterly hourly requirements)

Note – FTE eligibility is based on each eligible record, i.e. 0.3 FTE in Glencoe will be eligible for \$5/hour and 0.6 FTE in the metro will be eligible for \$10/hour.

The bonus is paid for extra shifts of eight (8) hours or more rounded to the nearest half-hour picked up beyond an employee's FTE or when management is asking staff to change their shift to another day that is poorly staffed. For example, an employee with a 1.0 FTE who works an extra shift of 8.0 hours will receive a bonus of \$120. An employee with a 1.0 FTE who works an extra shift of 13.33 hours will receive a bonus of \$202.50 (13.5 hours (rounded up) x \$15 = \$202.50).

Staff are ineligible for the bonus who have not fulfilled their work agreement. Unless the employee uses available SSL, an unscheduled absence shift within the same work week that the extra shift is worked or the use of leave without pay (LWOP) during a work week would make extra shifts ineligible for the bonus.

Staff involuntarily held over by more than two hours shall receive the additional applicable hourly bonus for each half-hour held over.

Bidder shifts are ineligible for the bonus. Benefited floating staff must meet their pay period scheduled FTE requirement before bonus eligible for extra shifts. Call shifts are not eligible for bonus.

AGREED TO:

**ALLINA HEALTH EMS**

By  \_\_\_\_\_

Its Director of Operations \_\_\_\_\_

Dated May 30, 2025 \_\_\_\_\_

**IAEP LOCAL 167**

By  \_\_\_\_\_

Its IAEP R7-167 President \_\_\_\_\_

Dated May, 30, 2025 \_\_\_\_\_