

JOINT COMMUNICATION

Joint Workforce Regularization Process (JWRP) Local Committees

Updated Weekly Staffing Levels Monitoring Worksheet

June 28, 2011

Many of the JWRP Local Committees have indicated that the Preliminary Data provided at the launch of the Regularization Process contained inaccuracies. These inaccuracies were due to the fact that the data needed to be mapped from three different databases and any inconsistency between databases could result in missing or inconsistent data.

However the Preliminary Data was only intended to be used as a rough guide to aid JWRP Local Committees in identifying which units, programs or services warranted investigation first. As JWRP Local Committees, Managers and UNA Unit Representatives move through the process of regularization, you should not be constrained by the Preliminary Data. As outlined in the JWRP Local Committee Toolkit, the essential data on casual, overtime, additional part-time and agency nursing hours potentially available for conversion to regular hours is to be identified by JWRP Local Committees, in consultation with Managers and UNA Unit Representatives, at a more local level.

The key working document where this information is recorded for each unit, service or program remains the *Unit/Work Area Worksheet*. The information in this document is to be identified by Front Line Managers and will form the basis for JWRP Local Committees' discussions and subsequent recommendations to the Provincial Steering Committee.

The original intent of the Regularization Process as referenced in the AHS/UNA Letter of Understanding Re: Joint Workforce Regularization Process was to require 12 months of historical data. However in many cases, historical data for the past twelve month period may not be readily available or easily gathered. Instead AHS and UNA have agreed that the parties at the JWRP Local Committee level may come to mutual agreement on the duration and the time period for which detailed data for the *Unit/Work Area Worksheet* is collected. For example, you can agree to review the data for a full cycle of the shift schedule, or a 12 week period, or whatever time frame makes sense based on the operations of the area in question. This information can be reviewed from a historical or prospective basis, whichever is the most appropriate and easiest to administer.

As a further aid to collecting quality data, AHS and UNA have considered the attached electronic version of the *Weekly Staffing Levels Monitoring Worksheet*. This Excel worksheet enables Front Line Managers to prospectively record staffing replacements. The information would be recorded for a mutually agreed upon period of time and then

analyzed to identify staff replacement patterns to support conversion to regular hours of work. The data completed in this worksheet would then support collaborative discussions between the Manager, the UNA Unit Representative and the JWRP Local Committee.

JWRP Local Committees have the option of utilizing this *Weekly Staffing Levels Monitoring Worksheet* to supplement information collected in the *Unit/Work Area Worksheet* – specifically Section (a) of the “Looking for Patterns” section of the *Unit/Work Area Worksheet*. However the *Unit/Work Area Worksheet* would still need to be submitted to the JWRP Local Committees. Where JWRP Local Committees have made the decision to use both these worksheets, both are to be attached to any *Recommendation for Regularization of Hours* form or *Request For Dispute Resolution Advisory Committee Meeting* form that is submitted to the JWRP Provincial Steering Committee.

Electronic copies of the Weekly Staffing Levels Monitoring Worksheet have been posted on both the AHS and UNA internal websites. However JWRP Local Committees should be aware that beyond making the form available, no further technical support is available.

Please note that use of the Weekly Staffing Levels Monitoring Worksheet is voluntary and its use should be discussed by the JWRP Local Committees and with Frontline Managers and UNA Unit Representatives.

If you have any questions, please contact your representative identified below.

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