

**Letter of Understanding
Between
Essentia Health
AND
UFCW Service Workers**

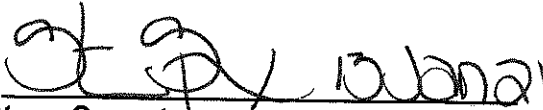
Subject Matter: Flex FTE

1. Flex FTE positions will be designated as such on the posting in the title link.
2. The terms and conditions for posting and filling of Flex FTE vacancies positions will be in accordance with Article 11-Vacancies.
3. Flex FTE positions will have a designated variation range of 0.6-0.9 FTE.
4. 13.1 (f): If there are no volunteers, any employee working an extra shift, including employees in Flex FTE positions working an extra shift after the schedule was posted, for the pay period, based on seniority will be released from work and, if necessary, the low need day will be assigned in reverse order by seniority within the affected department and job classification. If the low need day occurs after the schedule is posted, the employee who either volunteers to take off or is assigned to take the day off may use PTO time up to their authorized FTE or take the day off as VTO or "Mandatory Time Off" - MTO (if the employee is assigned). Flex FTE may use PTO for low need, not to exceed their scheduled FTE for that pay period.
5. 19.4 Holiday pay for Benefit Eligible employees shall be pro-rated based on the employee's authorized FTE, Flex FTE employees will be paid as a 0.75 FTE employee. If a holiday falls on a Benefit Eligible employee's day off or a Benefit Eligible employee's department is not open on the holiday, the employee shall receive holiday pay pro-rated based on the employee's authorized FTE. An employee may supplement the holiday hours with PTO if he/she chooses up to a maximum of their authorized FTE.
6. When PTO is to be used flex FTE employees will only be required to maintain a 0.6 FTE, but may opt up to a 0.9 FTE.
7. Flex FTE employees will qualify for FTE creep per Article 9.7 to the extent that their FTE exceeds 0.9 FTE.



Sarah Aili
Essentia Health

1/13/2021
Date



Stacy Spexet
UFCW Service Workers

Date