

OUR PATIENTS.
 OUR PEOPLE.
 OUR STEWARDSHIP.
 OUR PURPOSE.

MEMO

To: Field Operations
 From: Operations Management Team
 Date: January 21st, 2022
 Re: February MOT

In February, one mandatory overtime shift (MOT) is required for field operations and dual role admin employees. You're continued hard work and dedication to our community is greatly appreciated. Therefore, the pay progression will continue, and additional incentives have been added to all voluntary overtime shifts (VOT). See the highlights below:

February 2022 MOT Highlights

- Only **one MOT shift is required**, and it must be picked up by **January 31st**
 - PIPD application and shift placement will occur for failure to meet the deadline
- To ensure hours worked are spread across the month equally 'groups' remain in effect
 - **Group 1: February 1st – 14th ; Group 2: February 15th – 28th**
 - Following feedback received, and in an effort to provide everyone with more stability and routine, the sign up groups will remain the same in February as they were in January. If you were assigned the 1st half in January you will work the same half in February and vice versa.
 - Contact Scheduling if you and another employee want to swap assigned shifts

Incentives Highlights

- Multiplier incentive shifts remain in effect
- For x2.0 and x2.5 you must sign up in your primary role otherwise, x1.5 is the multiplier
- All overtime shifts over two are now DT5 eligible
- All VOT shifts are eligible for 2 hours of vacation or 0.5 attendance points waived **and** are eligible for partners to not be split
 - **You must indicate in shift pick-up notes if you desire vacation or waived points, and the "do not split" (DNS) option**
- VOT can be picked up anytime during February

Overtime Incentive Progression							
Shift #	OT	Pay		Incentives		DNS	Deadline
1	MOT	x1.5	-	-	-	-	01/31
2	VOT	x2.0 (in primary role)	+	2hrs of vacation or 0.5 pts waived	+	Eligible	None
3+	VOT	x2.5 (in primary role)	+	2hrs of vacation or 0.5 pts waived	+	Eligible	None

Thank you all for the commitment that you show to you community and peers day in and day out. The winter storm this month was yet another shining example of how great the employees are at this agency.

Sincerely,

Operations Management Team