

## Special Edition

# Strike Contingency Plan Union Calls Job Action

District 1199E, SEIU, has announced a strike, picket and engagement in other concerted refusal to work beginning at 7 a.m. on Tuesday, Dec. 1. We expect our operations to continue uninterrupted and patient care to remain at its usual high level. We also expect an orderly transition by bargaining unit employees who strike.

During any job action, non-union employees will be asked to cover essential jobs, and the hospital will implement the following contingencies:

- All hospital operations will continue uninterrupted, and offices will main-

tain normal business hours. Managers are strongly encouraged to make every effort to allow employees time off that has been scheduled in advance. However, if no coverage can be found, the manager is authorized to cancel time off scheduled during the strike.

- While bargaining unit employees have the legal right to strike, the hospital must take appropriate precautions to protect fellow employees, patients and visitors. Though we do not expect any problems, internal and external security will be increased in

the institution as needed. Please help us monitor our security needs by being security conscious and reporting incidents and unauthorized people to 410-955-5585. Any acts of vandalism or violence on hospital property will be addressed immediately by Security. People engaging in illegal conduct may be subject to criminal prosecution.

- Employees and managers who have specific questions should consult with department strike coordinators or call the Office of HR Consultants and Labor Relations at 410-955-6783.

For more information on the status of negotiations, visit the Labor Relations Web site at [www.hopkinsmedicine.org/jhhr/ConsultingLaborRelations](http://www.hopkinsmedicine.org/jhhr/ConsultingLaborRelations)

## Staff Planning

**To Request Staff.** All departments and functional units requesting staff must notify the Staff Planning Control Center at 443-287-8223. Call before the strike about your staffing needs so that personnel can be reassigned while the hospital is in the planning stage. Call during the strike about personnel needs or to report excess personnel.

**Reassignment.** Reassignment of people working in the institution is only allowed within functional units or departments. When reassignment crosses functional unit or department lines, actions must be coordinated through staff planning.

**Staff planning coordinators** are Tom Berlin, Colleen Cusick, Christina Pickle, Carol Woodward and Joyce Worchesky. Staff planning will operate out of the Smith Room.

## Work Hours and Assignments

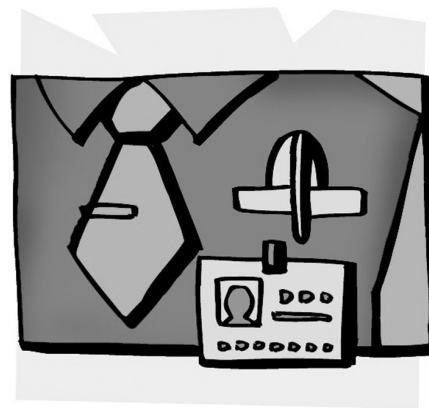
**Extraordinary Measures.** The contingency plan goes into effect in the event of a strike by employees who are members of the bargaining unit.

The plan authorizes hospital officials to take “extraordinary measures” to provide services for the patients. This means that additional work hours can be assigned (e.g., 12 hours for non-bargaining unit employees and 20 hours for supervisory/managerial employees) and that work assignments can be given that are normally performed by bargaining unit employees.

These work assignments are critical in continuing patient care and maintaining the full operation of

the hospital while meeting regulatory standards during such an emergency. The plan requires your full cooperation so that additional assignments are distributed fairly and equitably.

**Questions About Assignments.** Questions and concerns should first be directed to your immediate supervisor, department strike coordinator or the assigned representative of the Contingency Planning Committee. If the concern still cannot be resolved, call Peter Tollini, director of employee and labor relations, at 410-955-6783.



## Badges

• **Hospital Employees.** You will be given a special ID badge at one of your department’s strike coordination meetings. You must wear this badge as well as your official hospital ID badge.

• **Bargaining Unit Employees.** If you decide to work, you will be issued an additional badge so you can report to work. You will be given the badge by your supervisor when you report to your work station. If you do not give advanced notice that you will report to work, you will be asked to come to a designated entrance for clearance.

• **Supervisors and Strike Coordinators.** Pick up strike ID badges for hospital employees from the Security Office in Harvey106. Please make sure that all employees have the special ID badge.

Names of bargaining unit employees who plan to work should be given to Security according to the established procedures. Rosters should be completed by shift in alphabetical order by the immediate supervisors and faxed to Security at 410-614-2509.

• **Temporary Employees.** You do not need a special strike ID badge, but you do need the appropriate ID badge to gain access to the hospital.

- **University Employees.** Wear your regular ID badge.
- **Visitors.** The regular pass system will remain in effect. Admission to the hospital may be denied to anyone who does not have sufficient identification. People who do not have a strike ID badge will be cleared at designated entrances by Security and assigned hospital staff.

## Entrances

Employees must use these entrances:

- Broadway (5 a.m. to midnight)
- Monument at Rutland Employee Entrance (8 a.m. to 6 p.m.)
- Carnegie Bridge from Rutland Avenue Garage (open 24 hours)
- Wilmer Bridge from Orleans Parking Garage (open 24 hours)
- Weinberg Building (open 24 hours)
- Main hospital entrance on Tower Circle (8 a.m. to 4 p.m.)
- Phipps Building (8 a.m. to 6 p.m.)
- Outpatient Center (open 24 hours)
- The Carnegie Steering Clinic on Monument Street will be open for all outpatient visits Monday through Friday, 8 a.m. to 4 p.m. only.
- Tunnels connecting the JHMI buildings will remain open.

## Important Phone Numbers and Updates

**Incident Command Center**  
410-955-3333

Smith Room (Admin 212)

**Staff Planning Control Center**  
443-287-8223

**Security Command Post**  
410-955-5585  
Harvey 109

**Transportation**  
410-502-6880

**Parking**  
410-955-5333

**Information Updates.** All labor negotiations information releases will originate in the Department of Human Resources. External news releases will be communicated by and coordinated with the hospital president’s office by Johns Hopkins Medicine Marketing and Communications. Information updates are also available from the Hospital Command Center.

# Preparing for Your Strike Assignments

Please review these guidelines:

**Transportation.** Check parking, shuttle and public transportation schedules. Many have limited weekend availability.

## What to Wear

- **Clerical/Administrative.** In most hospital areas, dress in comfortable business attire and wear flat shoes.
- **Weinberg OR, GOR, Central Sterile.** Wear tennis shoes and socks. Scrubs will be provided for staff assigned to the ORs. No jewelry or clothing should be visible when wearing scrubs.
- **Nutrition Department.** Wear pants (tasteful jeans permitted), rubber-soled shoes, long-sleeved shirts and no jewelry (except a wedding band and watch).
- **Environmental Services, Materials Management and Patient Escort.** Plain T-shirts (no logos, printed messages or decals) and pants, including tasteful jeans, may be worn. A sweater or jacket and rubber-soled shoes are recommended. Hats are not permitted, jewelry should be limited (it can be damaged by chemicals). Disposable scrubs will be available, and all protective equipment will be provided.
- **Nursing Areas.** Plain T-shirts (no logos, printed messages or decals) and pants, including tasteful jeans, may be worn. Rubber-soled shoes are recommended. Remember that your clothing may become soiled or wet.

For more information about appropriate attire for your strike assignment, check with your strike coordinator or the supervisor in your reassignment area.

**Time Sheets.** You will keep your own time sheets when working strike assignments. You should have the supervisor at your assignment sign the time sheet for the hours you've worked on the strike assignment. You should then turn in the time sheet to your supervisor in your home department.

**Pay.** If you work in a strike assignment, you will be paid at either your current rate of pay or the regular pay rate for the job, whichever is greater. Check with your strike coordinator about overtime pay policies.



## Shuttles

Those not listed here will maintain their normal routes and times.

- **Route 2 Shuttle:** Will make an extra stop in front of the Washington Street Garage to pick up any employees who want a ride to the hospital. Drop-off is the Wolfe Street Circle.
- **Fallsway Satellite Shuttle:** On-campus pickup and drop-off will be on Broadway at Jefferson Street instead of Wolfe Street
- **Bayview Shuttle:** Bayview employees with a valid JHMI ID badge may ride the shuttle between 7 a.m. and 6 p.m., Monday through Friday. The East Baltimore campus stop is on McElderry Street off Wolfe Street.

Questions? Call the Parking and Transportation Administrative Office at 410-614-1436, or the transportation dispatcher at 410-502-6880.

## Parking

All lots and garages will open at 4:30 a.m. on the first day of an official strike, allowing managers and supervisors to arrive at the hospital by 5 a.m. as required by hospital leadership. Parking will be available to employees who do not have permit parking or prefer not to park on campus. The Monument Street Satellite lot at 3700 East Monument between Highland Avenue and Kresson Street will be open and available to employees for the duration of the strike.

The \$4 fee will be waived if you show your ID badge and your time sheet from Staff Planning. The shuttle will run continuously throughout the day between the lot and its on-campus stop at Rutland.

## Visiting Hours

Times are restricted to noon to 2 p.m., and 6 p.m. to 8 p.m. Intensive care units may individualize their visiting hours but should try to conform to hospital policy.



## Meals

The following dining services will be open:

### Cobblestone Cafe

- Einstein Bros. Bagels
- Subway
- Flamer's Grilled Hamburgers and Chicken
- Noble Roman's
- Weinberg Staff Cafeteria
- GOR Staff Cafeteria
- Southern Tsunami Sushi

### In Grille 601

- Blimpie Subs and Salads
- Flamer's Grilled Hamburgers and Chicken
- Noble Roman's

Regular operating hours are 5 a.m. to 9 p.m. Check hours of operation posted outside each restaurant. All other eating establishments will be closed.

*Management reserves the right to modify or amend services and procedures of the hospital's contingency plan.*