

**EXTRA SHIFT DIFFERENTIAL PLAN**  
**CLINICAL LAB SCIENTIST**  
SIDE LETTER - UCLA/UPTE

**1. GENERAL CONDITIONS**

- a. This *Extra Shift Differential Plan* (ESD) covers designated bargaining unit and Clinical Lab Scientist employed at UCLA Health identified in the following classifications:
  - i. Clinical Laboratory Scientist (8940)
  - ii. Clinical Laboratory Scientist Specialist (8939)
- b. The ESD plan shall be in effect from **July 10** through **August 20, 2022**

**2. ELIGIBILITY**

To be eligible to earn the Extra Shift Differential (ESD), the Clinical Laboratory Scientist must fulfill the following conditions:

- a. Any qualifying shifts, as defined in Sections 2c and 2d, must be worked in the Clinical Laboratory Scientist's bargaining unit classification excluding the following roles:
  - i. Per diem staff
- b. ESD will apply to shifts worked in any of the following settings:
  - i. Hospital Clinical Labs
  - ii. Brentwood Microbiology Lab
  - iii. BURL
  - iv. UCLA Immunogenetics Center
- c. The extra shift must be in providing direct patient care or in support of direct patient care.
- d. The Clinical Laboratory Scientist must work or be on pay status as defined in Section 3 below, within the bi-weekly period. Qualification for and calculation of the ESD is based on shifts worked in excess of appointment percentage. Holiday time, time on paid sick leave, administrative leave, bereavement leave, educational leave, or orientation time does not count as time on pay status for the purpose of calculating the ESD. If the Clinical Laboratory Scientist works an extra shift in a week when they have approved vacation, the ESD will be paid.
- e. The Clinical Laboratory Scientist must work a minimum of eight (8) hours of the extra shift, except as provided in Section 4c through 4e. No partial ESD payments will be made.
- f. The Clinical Laboratory Scientist must receive the approval of their supervisor/manager or their designee prior to working any extra shift assignments.
- g. The Clinical Laboratory Scientist must be in a career position to qualify. Any extra shift worked will be in the same classification.
- h. If the Clinical Laboratory Scientist initiates a trade in shifts, which would cause them to work an extra shift, the bonus will not be paid.
- i. Only confirmed shifts will be eligible for ESD. Therefore, shifts where the Clinical Laboratory Scientist indicated that they are available to work, but are not confirmed will not receive ESD.

- j. A Clinical Laboratory Scientist who is appointed 100% and work 12-hour shifts will have one week in a 4 week schedule period where they work 4 shifts instead of the usual 3. This regularly scheduled 4<sup>th</sup> shift will not be eligible for ESD.

**3. CRITERIA**

- a. The ESD will be paid to the Clinical Laboratory Scientist on shifts that exceed a set number of shifts in a bi-weekly pay period based on the employee’s current appointed full time equivalent (FTE), and ESD will be paid at the rates as listed in the tables below:

<b>10 – Hour Shifts</b>		
<b>FTE</b>	<b>shifts in excess of:</b>	<b>ESD Rate</b>
≤50%	4	\$130.00
>50% - 100%	6	\$190.00
100%	8	\$250.00

<b>8 – Hour Shifts</b>		
<b>FTE</b>	<b>shifts in excess of:</b>	<b>ESD Rate</b>
≤60%	6	\$130.00
>60% - 100%	8	\$190.00
100%	10	\$250.00

**4. SCHEDULING**

- a. The extra shift must be scheduled for the same length of time as the Clinical Laboratory Scientist’s regular hour base.
- b. Clinical Laboratory Scientists cannot work more than 5 consecutive shifts for 10-hour shift employees and 6 consecutive shifts for 8-hour shift employees without the approval of their manager/supervisor or designee.
- c. In the event of a change in workload, the University may reassign the Clinical Laboratory Scientist to an area or role of need within the Health System during the extra shift.
- d. If there is a decrease in workload and the University is unable to reassign the Clinical Laboratory Scientist, resulting in the Clinical Laboratory Scientist working less than eight (8) hours of the extra shift, they will receive the full ESD payment.
- e. If the Clinical Lab Scientist refuses the assignment or reassignment, no ESD will be paid.
- f. Scheduling priority will be given to the Clinical Laboratory Scientist working in their home unit.
- g. Extra shifts can be scheduled as available in advance.
- h. Shifts will be confirmed 12-hours prior to the start of the scheduled shift.
- i. The order of cancellation is as follows:
  1. The Clinical Laboratory Scientist with the most ESD shifts already worked for the bi-weekly pay period will be cancelled first.

2. The Clinical Laboratory Scientist working an additional shift with premium overtime
3. The Clinical Laboratory Scientist working an additional shift with straight overtime
- 4.

**5. COMPENSATION**

Provided that the Clinical Laboratory Scientist meets the eligibility requirements in Section 2, above, they will be paid the ESD in the amount listed in Section 3, for any extra shifts worked for eight (8) hours or more in excess of the employee's appointment percentage. In addition:

- a. The Clinical Laboratory Scientist will receive their regular rate of pay for all extra shifts worked in excess of full time, including premium overtime, consecutive shift payment (if applicable), shift differential, weekend differential, holiday pay (if applicable), and premium after 8, 10, or 12-hour shift.
- b. Benefits shall be earned based on existing University practice and applicable contract language. The ESD is not intended to add to, delete from, or otherwise modify accrual of benefits or participation in the University of California benefit programs.

**FOR THE UNIVERSITY**

  
Name

7-21-22  
Date

**FOR UPTE**

  
Name

7/20/22  
Date

UCLA HOSPITAL SYSTEM