



COMMUNICATIONS WORKERS OF AMERICA  
LOCAL 1168, AFL-CIO



DATE: March 23, 2010  
TO: All CWA Local 1168 Employees at Buffalo General Hospital  
FROM: John E. Klein, President  
Cori A. Gambini, Executive Vice President  
Gloria J. Archie, Area Vice President  
Ron Hosinski, Multi Site Area Vice President  
Mary Janice Keller, Area Vice President  
Michele Murray, Area Vice President  
Linda Sheehan, Area Vice President  
CWA Local 1168  
RE: **UPDATE**

---

**Downsizing:**

**Are you tired of your manager bothering/harassing you about downsizing? Are you trying to save your PTO for scheduled vacation? Are you using excused absence when downsizing and loosing out on pay?**

Well, here are some steps you can take:

- 1.) Familiarize yourself with downsizing language in the contract.
- 2.) Your manager can not demand that you downsize but they could ask you to float. Keep in mind, you may only work to your level of competence. For example, if you are a special procedures or surgical services nurse, you are not competent to take a patient assignment.
- 3.) If there is no work to do, and no where to float to, it is your manager's responsibility to find work for you.
- 4.) If your manager continues to harass you about downsizing, call the Union office.

In areas that have this problem, staff has been very accommodating and frequently downsize when asked. Downsizing is not a perk to the job! It is a management strategy to save on their budget. Always keep that in mind.

**FYI: If you downsize and take excused absence, it will impact your pension accrual.** You are credited with a full year of service for every year you work at least 1,900 hours and a partial year of service if you work between 1,000 and 1,900 hours. This only applies to employees hired into the Legacy pension plan. If you transferred to BGH from another Kaleida site or were hired after January 1, 2009 you are in a different pension plan and this does not affect you.

### **PTO Accrual:**

Everyone should know how much PTO they have available at any given time. All staff should know how much they accumulate per pay period based on their accrual. After May 31st, we have to have a positive balance in order to be eligible to take time in the summer. Even if you have approved PTO, you have to have an adequate amount of PTO to cover it or, it can be denied. Below are examples of how to calculate your time per pay period:

FTE (full time equivalent) per pay period multiplied by your accrual rate (found in the Master agreement under PTO or site agreement under PTO scheduling) equals = # of hours accrued per pay period

Example #1: 75 hours x .1615=12.12 hours accrued per pay period. (this example is for BGH RNs between 11 and 25 years of service)

Example #2: 60 hours x .1172=7.03 hours accrued per pay period.

Accrual rates are based on years of service so everyone is different. Don't compare with your co-worker, they probably have not been at Kaleida the same amount of time that you have. Also keep in mind that PTU comes out of the same bank of time. If you call in PTU, that could also effect your ability to take vacation.

### **PTU Usage:**

Also, a reminder on PTU, you do not have to be sick to call in. PTU is a day you can use at any time, for any reason. Please also remember that you can call in PTU ANYTIME after the schedule is posted. You should make all attempts to call in ASAP to allow for recruitment. It should be the exception not the rule to call in 2 hours before the start of your shift. This will help in recruitment efforts with more advanced notice to you manager. Your manager **cannot** insist that you find coverage for yourself.

### **Bargaining Unit Meetings:**

**We will be having Bargaining unit meetings at BGH on April 13th throughout the day (see the flyer). Just to be clear, there are 3 bargaining units at BGH. RN, Technical Clinical Clerical (TCC) and the Professional bargaining unit. Everyone in CWA is part of a bargaining unit. All are invited and encouraged to attend the meetings. We will update you on the latest happenings between management and CWA, answer any questions and just generally FIRE YOU UP about being a Union member. We have distributed the meetings throughout the day to accommodate all shifts. Please make an effort to attend.**