

LETTER OF AGREEMENT
by and between
Central Peninsula General Hospital and
Alaska Nurses Association

Re: Application of the ShiftWizard scheduling tool

Central Peninsula Hospital (CPH) and the Alaska Nurses Association (AaNA) agree that ShiftWizard scheduling system will be utilized for shift posting, shift requests, and as communication tool for scheduling. Use of ShiftWizard shall not alter, diminish, or waive any rights under the Collective Bargaining Agreement (CBA). In the event of any conflict between ShiftWizard's functionality and the CBA or this LOA, the provisions of the CBA/LOA shall prevail.

1. Posting Requirement

CPH and AaNA agree that monthly schedules shall continue to be posted no later than the fifteenth (15th) of the preceding month. To align with weekly scheduling increments in ShiftWizard, the posted schedule may include up to five (5) weeks, extending into the following month as needed to complete a full week. In all cases, final schedules shall reflect the entire upcoming month, with additional days only for the purpose of completing the week. All other scheduling provisions of the CBA remain unchanged by this LOA.

2. Application

The Employer may utilize the ShiftWizard scheduling system to display schedules in weekly increments for ease of viewing and updates. Final schedules will also be posted in a communal area in each unit or emailed to affected members. CPH will continue to assign shifts, approve schedule requests, and make holiday/vacation assignments in accordance with the provisions of the CBA. Where ShiftWizard is unable to apply seniority rules (e.g., per diem vs. FTE priority, holiday rotations, or premium shifts), CPH will apply such rules manually before finalizing the posted schedule.

3. No Reduction of Rights

The use of weekly posting increments in ShiftWizard shall not diminish nurses' rights to advanced notice, seniority-based scheduling, or the ability to request and trade shifts in accordance with the CBA.

4. Ongoing Review

The parties agree to meet within ninety days of implementation and as needed thereafter to review the effectiveness of ShiftWizard and resolve any issues related to this scheduling tool.

No other terms of the current collective bargaining unit agreement shall be modified by this letter of agreement. This agreement is entered into freely and voluntarily by the signatures of the parties below.

SIGNED FOR:

Central Peninsula General Hospital



Kaylee Hilton HR Director

Date 10.10.25

Alaska Nurses Association



Jenipher Young, RN, BSN

Date 10/6/25