



News Bulletins for  
Employees of  
Johns Hopkins Medicine

# Hopkins Ink

A Special Edition for Strike Preparations

June 4, 2004

## Union Calls Two Day Strike

District 1199E, SEIU, AFL-CIO has announced a two-day strike scheduled to begin at 6 a.m. on Tuesday, June 8. Based on earlier communications from the Union, Hopkins expects the strike to end at 6 a.m. on Thursday, June 10.

The JHH contingency plan will be in effect and non-union employees will be asked to cover essential jobs. We expect our operations to continue uninterrupted and patient care to remain at its usual high level. Also, we anticipate an orderly transition by those bargaining unit employees who choose to strike.

During the strike, the Hospital will implement the following contingencies:

— All Hospital operations will continue uninterrupted and offices will maintain 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 on the day of 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, any acts of vandalism or violence on Hospital property will be addressed immediately by Security. Individuals engaging in illegal conduct may be subject to criminal prosecution.

— Employees and managers should consult with department strike coordinators with specific questions or contact 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 <http://www.hopkinsmedicine.org/laborrelations>.

## Parking

JHMI On-Campus Facilities. All Employee/Visitor Garages (with the exception of Weinberg, 550 lot and Jefferson St. Lot) will be open from 4 a.m. June 8 through normal end of business on June 10.

Monument Street Satellite Lot. The lot will open at 4 a.m. on June 8 and will remain open for the remainder of the strike. Parking for JHMI employees with strike assignments will be free.

Fallsway Satellite Lot. We are working with the owners to have the lot open at 4:30 a.m. on June 8 and 9; we will follow up when confirmed.

On-Campus Employee Parking. All employees from the East Baltimore, Bayview, Eastern High and Mount Washington campuses working the evening and overnight shifts will have access to garages with available space. Payment for parking for non-permit holders will follow the normal base access policy, whereby parking is free Monday through Friday, 4 p.m. to 8:30 a.m. Employees arriving before 4 p.m. or leaving after 8:30 a.m. will only be charged for time parked during the paid parking period.

## Transportation

JHMI Shuttles. Transportation Operations will start at 4 a.m. on June 8; including Route 2 employee shuttle, and Fallsway and Monument St. satellite lots. The Fallsway and Monument St. routes will be turned over to Citywide at 6 a.m.

Route 1 Bayview Shuttle. Three shuttles will run from 7 a.m. to 9 a.m. In the evening, the Bayview shuttles will be extended from 7 p.m. until 10 p.m.

Route 2 - Employee Shuttle. Starts at 4:30 a.m. on June 8; there will be an additional stop added on the southeast corner of Washington and Monument Streets.

Route 5 - Fallsway Satellite Lot. Begins operations at 4:30 a.m. on June 8 and will remain on route until Citywide takes over at 6 a.m. Hospital drop off will be on Jefferson St.

Route 7 - Employee Shuttle. Continues to run until 4 a.m. on June 10, as the second on-call shuttle to assist in employee transport to Bayview and the Monument St. Satellite lot as needed.

Route 8 - Monument Street Satellite Lot. Begin operations at 4:30 a.m. and remains on route until Citywide takes over at 6 a.m. The stop on Rutland Ave. will be maintained.

Citywide School Buses. There will no change to the route times or number of buses Citywide provides.

Shuttle Stops. Due to the anticipated picketing on Wolfe Street, Routes 3A, 3B, 4 and 5 which normally stop on Wolfe St. between Monument and McElderry, will use Jefferson St. for the hospital drop off and pick up. Routes 1, 2, and 7 will continue to use the Wolfe Street Circle.

Church Home. For the duration of the strike, the Church Home shuttle will, after making its normal Monument St. stop, turn right on Wolfe, right on Jefferson and make an additional hospital drop off and pick up at the Jefferson Building. The bus will then continue to Broadway and make a left to return to Church Home.

There will be no changes to route times and stops if they are not included above.

## Entrances and Exits

Employees must use the entrances listed below.

- Metro Concourse (5 a.m.–9 p.m.)
- Monument Street Entrance (8 a.m.–6 p.m.)
- Wilmer Bridge from Broadway Parking Garage
- Carnegie Bridge from Rutland Avenue Garage
- Main Meyer Building on Tower Circle (8 a.m.–4 p.m.)
- Phipps Building
- Johns Hopkins Outpatient Center
- Tunnels connecting the JHMI buildings will remain open.

## Visiting Hours

Visiting is automatically restricted to noon to 2 p.m. and 6 p.m. to 8 p.m. in the event of a strike.

Intensive care units may individualize their visiting hours, but should attempt to conform to hospital policy.

## Meals

The following dining services will be open: Main Dining Room, Oasis Coffee Bar, Weinberg Staff Dining, General Operating Room Staff Dining, Blimpies, Noble Romans, Harborside Chicken and Seafood, and Kawasaki Sushi (located in the Tower Terrace). Regular operating hours apply to all areas except the Oasis which will be open from 5 a.m. to 9 p.m. Check hours of operation posted outside each restaurant. All other eating establishments will be closed.

## Important Phone Numbers

Staff Planning Control Center, 410-955-2151

Incident Command Center, 410-955-3333

Security Command Post, 410-955-5585

Transportation, 410-502-6880

Parking, 410-955-5333

## Security

Employee Identification. Internal and external security will be increased. All employees of the Hospital will be issued special employee identification badges. Initial supplies of badges will be distributed at departmental strike coordinator meetings. Departmental strike coordinators will coordinate distribution of these badges. Bargaining Unit (B/U) employees should not receive their badge until they report to their work station. This badge must be worn in addition to the official JHMI ID badge. The strike identification badges may be picked up from the Security Office. In addition, all employees must wear the official JHMI badge, available in Harvey 106.

Temporary Employees. Temporary employees do not require the special badge and should obtain the appropriate ID badge to gain access to the Hospital.

JHU Employees ID. All JHU employees are requested to wear their identification badges. Admission to the Hospital may be denied without sufficient identification. Those individuals without the strike identification badge will be cleared by Security and Hospital staff assigned at the designated entrances. The visitor pass system will remain unchanged.

Union Member ID. Union members who desire to work will also be issued a special identification badge. These badges will be different from the badge for non-bargaining unit employees. The names of these B/U employees should be communicated to Security according to the established procedures. B/U employees who did not give advance notice that they will report to work will be asked to come to a designated entrance for clearance. They will receive their special badge from their supervisor. Rosters will be completed by shift in alphabetical order and faxed to Security at 410-614-2509.

Be Aware. The Institution has the capability to increase security, internally and externally, as needed. Please help us monitor our security needs by being security conscious and reporting incidents and unauthorized personnel to the Security Office, 410-955-5585.

## Staff Planning

The Staff Planning Control Center is located in Administration 212, 410-955-2151. Staff Planning coordinators are: Joyce Worchesky, Joe Smith, Tony Etzel and Dan Phelps. During a strike, staff planning will operate out of the Smith Room.

How to Request Staff. All Departments and Functional Units requesting staff must notify this operating unit. Calls prior to a strike are for the purpose of making staff needs known to the staff planning control center and thus allowing reassignment of personnel to occur while the Hospital is in the planning stage of a potential strike. Calls during a strike are for the purpose of communicating personnel needs or reporting personnel excesses.

Reassignment. Reassignment of individuals working in the institution is permitted within Functional Units or Departments only. When reassignment crosses Functional Unit or Department lines, *actions must be coordinated through staff planning*.

## Work Hours And/Or Assignments During A Strike

Extraordinary Measures. The contingency plan will go into effect in the event of a strike by employees who are members of the bargaining unit. In the event of a strike, the contingency plan authorizes JHH officials to take "extraordinary measures" to provide services for the patients. Some measures will require the assignment of additional work hours (e.g., 12 hours for non-bargaining unit employees and 20 hours for supervisory/managerial employees) and/or or work assignments that are normally performed by employees who are members of the bargaining unit. 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. This plan requires your full cooperation in order that additional assignments are distributed in a "fair" and "equitable" manner.

Questions Regarding Assignments. Questions and concerns regarding assignments should first be directed to the employee's immediate supervisor, department strike coordinator or the assigned representative of the Contingency Planning Committee. If the concern still cannot be resolved, please contact Harry Snow, Interim Director of Employee and Labor Relations at 410-955-6783.

## Communications

Incident Command Center. The Incident Command Center will be established in the Smith Room (Admin 212); 410-955-3333.

Staff Planning Control Center is established in Administration 327B; 410-955-2151. The security command post is established in the Security Office in Harvey 109; 410-955-5585.

Information Releases. All official labor negotiations information releases will originate in the Department of Human Resources. They will be released on special stationery developed for the purpose. External news releases will be communicated by and coordinated with the President's office by the Office of Corporate Communications. During a strike, information updates are available from the Hospital Command Center.

## Preparation for Strike Assignments

Many employees have received strike assignments that begin 6 a.m. on Tuesday, June 8 through 6 a.m. on Thursday, June 10. Please review the following guidelines before reporting to your assigned area.

Transportation. Be sure to check parking, shuttle and public transportation schedules as many services have limited weekend availability.

What to Wear. In most areas of the Hospital, employees with clerical/administrative duties should dress in regular business attire. Employees are encouraged to wear comfortable clothing and flat shoes.

For the Weinberg Operating Rooms (OR), General Operating Room (GOR) and Central Sterile, we ask that staff wear tennis shoes and socks.

Scrubs will be provided for the staff assigned to the OR. No jewelry or clothing should be visible when wearing scrubs.

Staff assigned to the Nutrition Department should wear the following:

✓ Pants (tasteful jeans will be permitted)

✓ Rubber-soled shoes

✓ Long-sleeved shirts

✓ Preferably no jewelry (with the exception of a wedding band and watch)

For staff assigned to Environmental Services, Materials Management and Patient Escort:

✓ Plain T-shirts may be worn (No logos, printed messages or decals).

✓ A sweater or jacket is recommended.

✓ Disposable scrubs will be available.

✓ Pants may be worn (tasteful jeans will be permitted).

✓ Rubber-soled shoes are recommended.

✓ Hats are not permitted.

✓ Please limit jewelry (jewelry may be damaged by chemicals).

✓ All protective equipment will be provided.

For staff assigned in Nursing Areas:

✓ Plain T-shirts may be worn. (No logos, printed messages or decals).

✓ Pants can be worn (tasteful jeans will be permitted).

✓ Rubber-soled shoes are recommended.

Please keep in mind that your clothing may become soiled and/or wet. If clarification is needed about appropriate attire for your strike assignment, please check with your strike coordinator or the supervisor in your reassignment area.

Time Sheets. Employees will keep their own time sheets when working strike assignments. The employee should have the supervisor (at the new assignment) sign the time sheet for hours worked on the strike assignment. Employees should then turn in the time sheet to their supervisor (in their home department).

Pay. Employees working in a strike assignment will be paid at their current rate of pay, or the regular pay rate for the job, whichever is greater. Check with your strike coordinator regarding overtime pay policies.

*Management reserves the right to modify or amend services and procedures of the Hospital's Contingency Plan.*

**Including your item in Hopkins Ink**  
Send submission to the editor, Kara Yeager.

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The deadline for submission is **Thursday at noon**. Electronic submissions are *strongly* encouraged.

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