



Concern for Increased Workload/Staffing Shortage

If an employee experiences an increase in workload and/or an increased workload due to short staffing the employee should notify their supervisor and submit an increased workload/staffing shortage form. A copy of this form should be provided to the Union and the Sea Mar Executive Vice President or their designee. Sea Mar Administration will review this form and work with the employee, site manager, and Department Head on a resolution.

Please complete this form and make a copy for your own records and the OPEIU Union Steward. Scan and email or fax the completed form to Mary Bartolo, Executive Vice President at maryebartolo@seamarchc.org, fax: 206-788-3204 and to the Union at opeiu8@opeiu8.org, fax: 206-441-0207.

Employee Name: _____

Clinic/Location: _____ Job Title: _____

Name of Direct Supervisor/Supervisor who assigned additional duties: _____

Date Submitting Form: _____ Shift start and end time: _____

The workload has increased due to the following reason(s). Check all that apply:

Staff shortage due to vacancies/absences

Patient ratio increased

Staff pulled to cover elsewhere

Interpretation/Translation

Other, please explain: _____

My increased workload has resulted in (check all that apply):

Missed first break

Missed second break

Missed meal break

Overtime

Other, please explain: _____

If you missed a break or meal period and do not clock in and out of Kronos, you must fill out the Missed or Late Rest Break and/or Meal Period Form.

Please describe how your workload has increased:
