

PTO Cash-Out



Annual Cash Out of Paid Time Off (PTO) forms are scheduled to be distributed throughout the Santa Clara Valley Health and Hospital System late January/early February.

A nurse's eligibility for PTO cash out is determined by the number of occurrences of unscheduled absences, including sick leave, in the payroll year. The period for cash out eligibility for 2011 began December 27, 2010 and ended December 25, 2011.

In accordance with Section 9.7-Annual Cash Out of PTO of the RNPA MOU, PTO may be cashed out annually subject to the following:

- A. If a nurse has no more than two (2) occurrences of unscheduled absences, the nurse may cash out up to eighty (80) hours of PTO
- B. If the nurse has no more than four (4) occurrences of unscheduled absences, the nurse may cash out up to forty (40) hours of PTO.

*Prorated for nurses other than full time on the basis of code status.

If you have any questions, please contact Judy Marsh at (408) 885-5455 at SCVHHS-Human Resources.

PTO cash out is optional. If you wish to cash out your eligible hours, please submit the completed form to SCVHHS Human Resources by 5:00PM on Wednesday, February 29, 2012. You may also fax the authorization form to HR at (408) 885-6459 to the attention of Judy Marsh. The PTO cash out shall be seen on your April 6, 2012 check.

Sick Leave Conversion to PTO

In accordance with the RNPA MOU, Section 9.8 Sick Leave Conversion to Paid Time Off (PTO), conversion of sick leave to PTO will be for those nurses meeting the eligibility requirement below:

Nurse's eligibility for sick leave conversion is determined by the number of occurrences of sick leave usage. Sick leave use attributed to Worker's Compensation shall not be counted as an occurrence. You must identify any sick leave use attributed to Worker's Compensation with this request in order for such leave to be disregarded as an occurrence.

Sick Leave may be converted on the following basis (prorated for nurses other than full time on the basis of code status).

- A. If a nurse has no sick leave usage, seven (7) days (56 hours) of sick leave will converted into PTO
- B. If a nurse has one (1) occurrence of sick leave usage, six (6) days (48 hours) of sick leave will be converted into PTO
- C. If a nurse has two (2) occurrences of sick leave usage, five (5) days (40 hours) of sick leave will be converted into PTO
- D. If a nurse has three (3) occurrences of sick leave usage, two (2) days (16 hours) of sick leave will be converted into PTO

E. If a nurse has four (4) occurrences of sick leave usage, one (1) day (8) of sick leave will be converted into PTO

F. If a nurse has five (5) or more occurrences of sick leave usage, no sick leave shall be converted to PTO

The window for Sick Leave Conversion to Paid Time Off (PTO) is December 27, 2010—December 25, 2011.

Note: Submit authorization request forms to SCVHHS Human Resources by 5:00PM on Wednesday, February 29, 2012. You should see your credit on your April 6, 2012 check.



Congrats to ED Nurses

Congratulations to all the *Registered Nurses* working in the Emergency Department. CEP America, the leading democratic emergency physician group in the U.S. with more than 1,100 physician partners at over 80 locations across eight states has named **VMC ED, ED of the Year**. Since partnering with CEP America in 2006, Santa Clara Valley Medical Center has seen its patient volume steadily increase from 90,000 to over 133,000 patient visits annually. Despite the increase in volume, SCVMC saw a significant decrease in time to provide (TTP) of any high volume site during the time period compared-a 34% decrease from 50 minutes to 33 minutes. SCVMC's left without being seen (LWBS) rate also dropped from 13% to one percent, while maintaining 100% compliance with ED-related CMS core measures. **WELL DONE!!!**

8.20 Additional Shift Work

RNPA has received many phone calls regarding Managers staffing with Per Diem and Extra Help nurses and supplementing staffing with coded nurses.

RNPA understands in these tough economic times that everyone wants to work. It is our job to insure the MOU is being administered equitably and correctly. When reviewing the MOU Section 8.20—Additional Shift Work clearly states, "Draft schedules shall be posted

in advance of the final schedule. Nurses shall indicate availability for additional shift work in writing. Prior to the posting of the final work schedule, nurses in part-time codes will be given preference over Per Diem and Extra-Help nurses for available, additional shifts in their work unit. Additional shift work within a unit shall be distributed as equally as practicable."

What does this mean? If you are a

coded nurse, you must give your availability prior to the posting of the final schedule. A coded nurse is unable to claim a shift when a Per Diem or Extra Help nurse is scheduled if they did not give their availability in accordance with Section 8.20 of the MOU.

Per Diem and Extra Help nurses are required to preschedule their availability in accordance to their respective commitments.

Dependent Coverage of Dependents



Late last year, the County discovered that some dependents of dependents were being covered under the County's health plan policies. Typically, this applies to a child being covered

by their grandparent.

Dependents of dependents are not authorized for coverage under the County's health plan policies. Fortunately, due to concerns raised by RNPA and other labor organizations, the County has decided to continue the coverage of

those dependents whose status is unchanged through June 30, 2012.

In addition, the County does not intend to request repayment from the employees for the cost of the ineligible dependent.

Promotions

RNPA has received many inquiries regarding CN I's promoting to CN II. Generally, if you have been a CN I for 1 year you are eligible to promote to CN II based on a satisfactory evaluation.

RNPA has been told by many CN I's that they have received a satisfactory annual evaluation, but are not being promoted. Ask your Manager prior to your annual evaluation if he/she is recommending you for promotion to CN II.

Please refer to NP 18, Clinical Nurse Series Placement and Promotions, "C. Placement into series at time of hire .

The policy generally states that after one year at CN I, Step 3, a nurse is eligible to promote to CN II. A nurse hired into CN I, Step 3 with at least six months acute care experience within the past three years, may be promoted to CN II Step 3, after 6 months, contingent on a satisfactory evaluation.

Coded County employees in classifications other than RN will be placed at CN I Step 3 or at appropriate step that provides for appropriate salary increase for 1 year before promoting to CN II.

If you have received your CN I annual evaluation and were not recommended for promotion, talk to your Manager. Delay in promotion is time sensitive.

If you have questions or concerns, please immediately contact RNPA, 292-6061.

Holiday Grievance Update

On January 6, 2012, RNPA and the County presented their respective sides in reference to the Holiday grievance to Arbitrator Barry Winograd. This is the grievance wherein SEIU 521 and the County during 521's negotiation agreed not to observe October 15 and November 25, 2011, January 1, 2012, and February 20, 2012 for Fiscal Year 2012 along with the 2nd Monday in October and 3rd Monday in February for Fiscal Year 2013 as holidays. The County imposed this takeaway without bargaining with RNPA. As a result, RNPA filed a grievance. The County responded to the grievance stating that Holidays were a Countywide benefit therefore, changes could be imposed on all County bargaining units due to the me-too clause. The remedy RNPA requested was to make our nurses whole for any losses. In the meantime, please remember if you worked the Holidays save your schedule along with paycheck stub and any other supporting documentation (i.e. exception form, etc.) We expect to receive Arbitrator Winograd's decision by mid-February.

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