

Newsbreak

Registered Nurses
Professional Association

Volume 28, Issue 7



Overtime/Over Code Concerns

Throughout the past month, the RNPA office has received numerous calls from members regarding over code and overtime work questions and concerns. Below are applicable guidelines developed by nursing administration which addresses scheduling and cancellation of extra hours. Refer to NP 15.5

Scheduling and Cancellation of Extra Work Hours.

II. Extra Hours:

A. Per section 8.19 (Additional Shift Work) of the RNPA contract, prior to 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....

C. If the extra hours are confirmed and the employee is placed on the final One Staff schedule, the symbol 'O' will be used to designate that the employee is scheduled to work over code on the specified shift. Confirmation of extra hours should only be made if required in order to meet core staffing requirements.

1. If an employee is confirmed to work over code, he/she is expected to follow the same procedures as if it were a regularly scheduled shift.

2. If the employee cancels himself/herself for the confirmed extra hours, he/she has no entitlement to pay for the hours. The appropriate One Staff symbol will be used to indicate that the shift was a self-cancellation.

3. If the Hospital cancels confirmed extra hours over code (not including overtime), affected employees may elect to be paid from their available compensation time, personal leave, or vacation balance if they wish to do so. If so, notation of how Timekeeping is to pay the shift must be made on the sign-in sheet or Exception Form.

4. If the employee has an unforeseen emergency, bereavement leave, or illness that prevents him/her from working the confirmed extra hours, the employee will be given the option of using available leave balance as appropriate. Again, a notation on the sign-in sheet or Exception Form is required so that Timekeeping will know how to treat the hours.

5. An employee who regularly cancels himself /herself when scheduled over code at their own request may be subjected to disciplinary action. (over)

Register to Vote

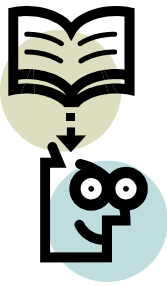


In order to vote in the November 7th election you must register before October 23rd.

Call (408) 299-8683 for questions about voting or to determine your voter registration status.

If you move within Santa Clara County you must change your address with the Registrar of Voters. Assuming you are already registered in Santa Clara Co. you may change your address by letter (P.O. Box 1147 - San Jose, CA 95108) or by fax (408-998-7314) by sending a note to the Register with your name, old and new addresses, birth date, and your signature.

Early Voting at the Registrar of Voters Office—October 10 through November 6 (Monday through Friday), 8am to 5pm October 28 (Sat.) & November 4&5 (Sat.& Sun.), 9am to 3pm, 1555 Berger Drive, Building 2, San Jose, 95112 or contact the Registrar of Voters at (408)299-VOTE, email registrar@rov.sccgov.org.



Know Your MOU...Know Your Rights

Many members have recently contacted the office with questions regarding longevity pay, Section 7.2—Basic Pay Plan of the MOU.

CN III, Psych Nurse II, ANM, NC, CNS, SD, Infection Control Nurses, NP, and CNA are all eligible for Longevity Step 6. Step 6 pay is approximately 5% more than step five and is paid after accumulation of 36 months of competent service at the fifth step.

Step 7, approximately 5% more than Step 6, is paid after accumulation of one hundred and thirty two months (132) of competent service subsequent to the attainment of step five

of the nurse's current classification. Eligible classifications for this step include CN III, Psych Nurse II, ANM, NC, CNS, SD, Infection Control Nurses, and NP.

Steps A, B, C were established to recognize RNPA's senior nurses for their experience and years of service within the RNPA bargaining unit.

Any nurse occupying an RNPA position is eligible for Step A, B, and C. These sub-steps are within a salary range and are paid as follows: Step A 2.5%, Step B 5%, and Step C 7.5%, higher than a corresponding step. Step A shall be paid during the 15th year through the 19th year of service in the bargaining unit.

Step B shall be paid during the 20th year through the 24 year of service in the bargaining unit. Step C shall be paid during the 25th year and beyond of service in the bargaining unit. (Longevity steps total approximately 7.5%. Steps are awarded in 2.5% increments.) These increases should be automatic. If you are unsure of your eligibility or believe that you are due an increase please contact your , Personnel Service Representative:

Diane 793-6611 A-M

Ruth 885-5468 N-Z

Judy 885-5455 Ambulatory



Continued ...Overtime/Over Code Concerns

D. If the employee has indicated that he/she is available but is not confirmed to work, one of the following symbols will be placed on the One Staff schedule to designate his/her availability: 1. "U" designates staff are available to work over code, for specified shifts, anywhere they are qualified. 2. "?" designates staff are available to work over code for specified shift, only on their home unit. 3. If the employee's availability changes, he/she is expected to notify the Nursing Office at the earliest possible date. The employee must call the Nursing Office at least two hours prior to the start of shift for which they have indicated their availability to find out whether he/she is needed.

III. Overtime

A. Section 8.2c (Distribution of Overtime) of the RNPA contract

states, "In situations where the need for overtime exists, coded nurses in the applicable work unit shall first be offered the overtime work. Overtime shall be distributed among nurses in applicable work units as equally as practicable."

C. If the employee offers to work overtime but is not confirmed to do so, the symbol "J" is placed on the ANSOS schedule to indicate availability.

IV. Cancellation:

In the event of a decrease in census or change in staffing requirements whereby all of the persons scheduled are not needed, the following guidelines will be used for the sequence of actions to be taken:

A. Attempt to float any scheduled person to another unit to which they have been oriented or are competent to work.

B. Cancel overtime shifts.

C. Cancel per diem registry.

D. Cancel extra help staff.

E. Not applicable

F. Cancel per diem RN, if appropriate classification.

G. Cross-train scheduled employee(s) by orienting to an unfamiliar unit, if appropriate. Allow a coded RN to request orientation to an unfamiliar unit.

H. Ask for volunteers wishing to take the shift off by using vacation, comp time, personal leave or leave without pay.

I. Cancel partial-coded staff scheduled to work over code.

J. Cancel travel registry, if appropriate classification.

***Did you receive your
RNPA BOD Election
Info in the mail?***