

# Newsbreak

Registered Nurses  
Professional Association

Volume 29, Issue 1

## Warm Coat Drive

With the chilly days of winter upon us, RNPA would like to acknowledge with gratitude both RNPA members and SCVHHS employees for their generous contributions of basic necessities, such as coats, blankets, toilet paper, soap, and other toiletries for Sacred Heart Community Services. With the help of RNPA's area representatives, we collected more than 300 coats, 100 blankets and over five large bags of toiletries. These items filled one truck, one suburban, and one smaller SUV. RNPA will make the "Warm Coat Drive" an annual tradition.

Thank you one and all!



## Annual Cash Out of PTO/Sick Leave Conversion

It is time to submit your Annual Cash Out of PTO and Sick Leave Conversion to PTO. The following outlines the criteria for cash out and sick leave conversion. The eligibility period for cash out and sick leave conversion for 2006 begins December 19, 2005 and ends December 17, 2006.

Section 9.7-Annual Cash Out of PTO, A nurse's eligibility for cash out is determined by the number of occurrences of unscheduled absences, including sick leave, in the payroll year (twenty-six or twenty-seven periods.)

- 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.

Cash out is prorated for nurses other than full time on the basis of code. If you have any questions, please contact Diane Sandoval at (408) 793-6611 at SCVHHS-Human Resources.

In accordance with Section 9.8-Sick Leave Conversion to Paid time Off (PTO), A nurse's eligibility for sick leave conversion is determined by the number of occurrences of sick leave usage. Sick leave at-

tributed to Worker's Compensation shall not be counted as occurrence." Sick leave conversion is prorated for nurses other than full time on the basis of code status. The sick leave conversion to PTO shall be credited on March 12, 2007 (paycheck March 30, 2007).

- a. If a nurse has no sick leave usage, 7 days of sick leave will be converted to PTO.
- b. If a nurse has 1 occurrence of sick leave usage, 6 days of sick leave will be converted to PTO.
- c. If a nurse has 2 occurrences of sick leave usage, 5 days of sick leave will be converted to PTO.
- d. If a nurse has 3 occurrences of sick leave usage, 2 days of sick leave will be converted to PTO.
- e. If a nurse has 4 occurrences of sick leave usage, 1 day of sick leave will be converted to PTO.
- f. If a nurse has 5 or more occurrences of sick leave usage, no sick leave shall be converted to PTO.

If you wish to cash out your eligible PTO hours or convert your sick leave to PTO, submit the Authorization for Cash Out of PTO or Authorization For Sick Leave Conversion to PTO forms to SCVHHS Human Resources by 5:00 PM, Wednesday, February 28.

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## Paycheck Error?



Many employees have been receiving notifications of overpayment errors and/or experiencing other pay-

check errors. What should you do if you experience an error in your paycheck? What should you do if your paycheck is short? What are your rights if you receive an overpayment notification?

*What should you do if you experience an error in your paycheck?*

Contact Timekeeping Department immediately, at 885-6725. Discuss the issue with your Timekeeper and then follow-up with an email outlining the error and the agreed upon plan of action.

If the plan of action does not occur as agreed, follow-up again, and then contact RNPA.

*What if there is a shortage in my paycheck?*

Section 7.6—Paychecks of the MOU  
B) Shortage Error

Cash advance by the Controller's Department to cover a shortage error in a nurse's paycheck shall be provided to the nurse within one (1) working day after written notification of discrepancy to Finance. This provision is to cover only discrepancies above a net twenty-five dollars (\$25.00).

If you experience a shortage in your paycheck, immediately email or fax a request to timekeeping.

*What if I receive an overpayment notification?*

Section 7.6—Paychecks of the MOU

C) Overpayment Errors

When a net twenty-five (\$25.00) or more overpayment error occurs, the nurse will repay the overpayment in the same amount and within the same number of pay periods in which the error occurred. In cases that necessitate pay back of overpayments totaling more than \$200.00, the County shall notify the Association prior to implementing repayment action.

If you receive an overpayment notification and would like to repay the overpayment in increments, contact the RNPA office.

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## Comments from Continuing Educational Class

### Interpreting and Understanding Lab Tests

Over 200 RNPA members attended this class!!

- \* Cheryl was able to take a difficult subject and make it interesting...
- \* She kept us awake with her sense of humor...
- \* Excellent dynamic speaker. I would recommend this class...
- \* Great handouts to take home for future reference...



Cheryl Randolph, RN, MSN, CCRN, CEN, FNP-BC

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## RNPA Board of Directors

*Thank you to all those who voted.*

- Vice President: Liz La Rosa
- Treasurer: Gretchen Simpkins
- Continuing Ed: Daisy Brown
- Secretary: Vicky Pham
- Negotiating Team: Eric Call

