

LMC Minutes
January 17, 2007

Membership Changes

- Lora Mitchell will replace Carolyn Stoll as HRD management representative.
- Kathy Triola-Stake will fill the vacant UNOCH RN position.

Clinical Ladder

- The RN Clinical Ladder taskforce is nearing completion on the project to make the RN and RT ladders consistent in application and organization.
- RN Grid Placement
 - Per contract, RNs who submitted surveys by the Jan. 12 cut-off are guaranteed placement on the grid now. This may or may not result in an adjustment at this time, but it will bring everyone up to within 3% of where they should be.
 - RNs who submitted surveys after the Jan. 12 cut-off may or may not be placed on the grid at this time; if they are not placed now, they will be placed in July.
 - About 400 RN grid placements have been completed.
 - a. PAFs should be sent out around 1/29.
 - b. Equity adjustments will be paid retroactively to the first pay period in January, i.e., PPE 1/14.
 - c. Target date for as many adjustments as possible will be in the 2/02 paychecks; others will follow as soon as they can be processed.
 - d. PAFs will need to be signed, but will not delay input of changes.
 - The 're-engineering years' created a glitch for CN III grid placement. UNOCH wanted those 4 years counted as CN III years; Management did not. The outcome was that RNs who were CN III or CN IV before and after the re-engineering years were credited CN III status for those years.
 - **Proposal:** Credit all CN IIIs with those 4 years, not just those for whom it made a financial difference.
 - Next step will be equity adjustments for the technical groups.

PCS Electronic Documentation Update

- The PCS Documentation go-live has been temporarily placed on hold due to IS changes. We have a new documentation project manager, and a new CIO who is in the process of re-evaluating the infrastructure required to support 80+ projects.
- The project is expected to be back on-line soon. Meanwhile, the build team has continued work on screens and links.

Patient Visibility/ Safety Update

- Audit results reflect that though we are overall compliant with patient safety standards, we sometimes struggle to provide the required '2nd set of eyes'.
- A formal '2nd set of eyes' policy is being developed; we guidelines have been developed in the meantime. Once completed, HRD will take the policy to the CM

Task Force and OC for approval, and to the Union(s) for input, prior to formal implementation.

Culture of Child Protection Cmte. Update

- The Culture of Child Protection Committee has not been meeting and UNOCH is unclear on the status of this meeting.
- HRD has been working on new policies for issues related to 'boundaries'. Prior to implementation, HRD will submit each policy to OC for approval and then to the Union(s) for input.
- Some staff have reported errors on their background checks. Lora explained that this is usually the result of incorrect information being entered during the search process, not errors about the subject. If an employee receives incorrect information within a background check, s/he should follow-through with a credit reports check. Corrections will need to be made at this source.
- Staff who did not receive copies of their background checks should contact Michele Philbrick to obtain copies.

Removal of Social Security Numbers from Paystubs

- UNOCH has requested a timeline from payroll for removal of the Social Security numbers from employee pay stubs.

Incentive Issues -- Update

- UNOCH requested feedback on a full-time staff who worked an incentive shift, called in sick and subsequently made up that SL shift, then picked up another incentive shift. The staff was paid all shifts at flat rate PT incentive rate instead of the FT rate of 2.3.
- 4th Shift Incentive Clarification
 - There continues to be a discrepancy of interpretation between UNOCH and management as to compensation of PT staff working a '4th shift (e.g., incentive shift) within one week'. And, compensation of such as been inconsistent among units.
 - Recap:
 - a. The intent of management began and remains to compensate PT staff at time and one-half for the 4th shift worked within one week only when it put staff beyond .9 FTE for that pay period.
 - b. The decision to pay PT staff time and one-half for the entire 12 hrs. of the 4th shift within one week was in response to UNOCH's request. Prior practice had been to compensate that 4th shift at straight time for the first 4 hours and time and one-half for the last 8 hours, based on Wage & Labor law that overtime be paid only on time in excess of 40 hrs. per week.
 - c. During the course of LMC discussions over several months, the original intent (i.e., 'beyond .9 FTE in the pay period) was dropped and the '4th shift within one week' was approved for compensation at time and one-half for PT staff – the intent of

management did not change, but the interpretation by UNOCH and management differs significantly.

- d. As a result, several timecards for staff that have worked the '4th shift in one week' and are coded for time and one-half for that full shift are now in dispute.
- Next Steps:
 - a. Tami will collect information on staff whose timecards were changed and corrections will be paid retroactively.
 - b. Management will honor its commitment to pay the entire 4th shift within one week at time and one-half for the remainder of the winter season.
 - c. Marj will be re-visiting the Extra Shift Incentive in March to determine whether or not a flat rate would be more appropriate.
 - We need to keep in mind that overtime is based on the span of one week, not tied to a two-week pay period.
 - Use of the 'Time Card Example Notebook' has been identified as an effective means of educating management and staff to correct pay practices in various scenarios.

Flu Shots/Clarification of Requirement

- RCHSD is proactively asking all front-line care givers to get either the flu shot or mist prior to onset of the flu season. This is in anticipation of the state regulation that will mandate flu vaccinations by next year in accordance with CDC recommendations.
 - Patient Access Reps were not included in the vaccination requirement this year, but will be next year when the new law goes into effect.
 - Staff providing direct patient care who elect not to take the flu vaccination must sign a waiver to that effect, and they will be required to wear a mask within 3 feet of a patient. The intent is to prevent passing of flu between staff and patients from touching of mouths or noses.
 - Chris Abe will put an All User message out once flu season has been declared. At that point, staff who have waived the flu vaccination will be directed to wear masks within 3 feet of a patient while providing patient care. Leadership will implement the disciplinary process for any front line staff refusing to comply.
 - Vaccinations have been made available to all staff on all shifts. Anyone still wanting the vaccination may contact Occ Health for assistance.
- UNOCH requests that Marj put out a message to direct care providers clarifying RCHSD's requirement for flu vaccinations or waiver thereof.
- Our requirement for flu vaccination or wearing of a mask needs to be incorporated into both traveler orientation and the next Staffing Services Agreement.

Leadership Development Project

- UNOCH has expressed concern about "ongoing miscommunications and the style of communication used among TLs". Management expressed equal concern that

staff sometimes relay incidents to their UNOCH reps from a limited perspective or lacking relevant information. Everyone agreed that caution and diligence to obtain “the rest of the story” are critical to effective resolution of any discord.

- Marj and the clinical directors have begun work on a leadership development project, which will begin at the Director level and eventually be rolled out to include other staff moving into leadership roles (i.e., Team Leaders and Charge Nurses).
 - A Foundation grant is funding the initial phase of this project; Marj will be pursuing additional monies from various sources to be able to expand the scope of this project.

NICU Babies/Sick Parents

- We are looking into a videocam in the NICU for parents who are ill and cannot go near the babies.

Automated Time & Attendance System

- The automated Time & Attendance System is moving forward. Justin Morris, the new Project Manager, is in the process of organizing the steering committee.

CBA

- The RN CBA is on the UNOCH website

On-Call

- Question from UNOCH Member: ‘Can on-call be mandatory?’
 - Yes, depending on the care area involved. Surgical Services, ECMO, and CHET have an on-call job requirement.
 - PACU is restructuring its call system to cover the House for extra admits.