

# SNA NEWS

Fax: 575-8138

November  
2010

*Special points of interest:*

- SNA Board Election for 2011
- Retirement Financial Counselor
- SNA Dues Increase
- Correction of October Newsletter
- Lead Nurse with Patient Assignment
- PTO/Disability Reserve
- Financial Advisor
- PRN/Admit/PICC assistant/Float Care Partner Staffing
- Assignment Under Protest (AUP)
- Counseling/Discipline



## Seasons Greetings

### HAPPY HOLIDAYS

The SNA Board sends our best wishes for a fun holiday season with family and friends.

### SNA BOARD ELECTION FOR 2011

Enclosed is your ballot for 2011 SNA Officers. Please complete the ballot and return it directly to a current SNA Officer or mail it to the SNA office at 401A College Ave. Santa Rosa, CA 95401 By December 20th, 2010.

Thank you in advance for your voting.

### RETIREMENT FINANCIAL COUNSELOR

A reminder that SNA members are entitled to both an initial and follow up consultation with Barbara Chown, retirement financial counselor at no cost to you. Barbara is very familiar with Hospital Retirement Plans and available funds. Please call the SNA message line (575-8853) for details if you are interested in this benefit.

### SNA DUES INCREASE

The SNA Board has determined that it is necessary to increase SNA dues from the current \$15/pp to \$20/pp effective with the first pay period of 2011.

SNA's costs, related to contract negotiations, representation of Nurses, Association Grievances with subsequent Arbitrations and follow up on multiple issues, have risen significantly over the last two years. We have not raised the amount of dues for a number of years, but feel the need to do so at this time.

We want to continue to be in a strong financial situation as we go forward. Please feel free to call the message line 575-8853 if you would like to discuss this with us.

## **CORRECTION OF THE OCTOBER NEWSLETTER**

### **Alternative Shifts (10/12hr shifts)**

The last issue of the newsletter was incorrect with regard to the contract change on alternative shifts.

The newsletter should have stated that Staff Nurses who change from 8hr to 10 or 12hr shifts **after 11/1/10** change back to 8hr shifts **only with approval**.

**The contract continues to allow Nurses who changed from 8hr to 10 or 12hr shifts before 11/1/10 to revert to 8hr shifts with 4 weeks notice to their Manager.**

## **LEAD NURSE WITH PATIENT ASSIGNMENT**

Please continue to notify SNA (via e-mail, message line, AUP or Care documentation form) when Lead Nurses are required to take a patient assignment during your shift of work.

Lead Nurses with a patient assignment continues to be a violation of the contract and because of the number and character of occurrences of Leads with patient assignments, violates the terms of the Arbitrators decision.

The SNA Board is in the process of consulting with our Attorney regarding next steps.

## **PTO/DISABILITY RESERVE**

When Hospital Administration began to draft actual contract language for PTO and Disability Reserve, inconsistencies in the Hospital's proposals have begun to clear up.

### **Some clarifications:**

- PTO/DR **accrues on all hours worked** (up to 80hrs/pp) including overtime, double time, callback, PTO, Disability Reserve, ED Leave, Jury Duty, Compassionate Leave.
- PTO/DR **also accrues on MROH's.**
- Staff Nurses **may cash out a portion of accrued PTO hours 2 time's/yr.** You must choose whether to cash out part of your PTO during open enrollment the year prior (Nov. 2010 for 2011) and **the choice is irrevocable.** The cash out will be **taxed at a bonus rate.**
- ETO hours accrued as of 1/1/11 will convert to PTO. If the ETO hours exceed the max accrual of PTO, ETO hours will be paid down to bring hours below the cap.
- Sick Leave hours accrued as of 1/1/11 will convert to Disability Reserve. Hours in excess of the DR cap will go into an extended sick leave account.

## **PTO/DISABILITY RESERVE CONT.....**

- Nurses who have 12,13 or 14 yrs of service as of 1/1/11 and Nurses who will achieve 12 yrs of service during 2011, will accrue PTO at the 15yrs of service level (.15hrs/hr worked) and will continue to accrue at the 15yr level thereafter. Nurses who do not achieve at least 12yrs of service during 2011 will accrue at the 6-10yrs of service level (.13462hrs/hr worked) until they reach 15yrs of service. This interpretation of the Hospital's proposal for improved PTO accrual has been questioned by the SNA Negotiating Team. The Hospital's intent was not clear to us from the wording used in their package proposals. We believed that their intention was to make a permanent improvement in PTO accrual. We have referred this issue to SNA's Attorney for review.
- **KINCARE** The Nurse must first use 50% of annual PTO accrual and then, if needed use 50% of annual Disability Reserve accrual.

## **PRN/ADMIT/PICC ASSISTANT/FLOAT CARE PARTNER STAFFING**

The SNA Board is monitoring the implementation of the increased staffing mandated by the new contract for PRN Nurses, Admit Nurses, PICC assistant and Float Care Partner Staffing 1pm-5am.

Linda Phillips, Director of PRN, Admit and PICC has determined the number of positions needed to fulfill contractual staffing requirements and has posted the necessary positions. Those positions may well be filled by the time this newsletter arrives.

Linda Phillips and Ken Jones, Director of Med-Surg have adapted the Care Partner job description to apply to the Float Care Partners. Job requisitions were due to Kathy Hardin by 11/8 or 11/9 and jobs posted, if not filled by the time this newsletter arrives.

## **ASSIGNMENT UNDER PROTEST (AUP)**

A quick review of the AUP process:

1. Identify the unsafe situation and be able to explain it.
2. Inform Manager/Shift Administration of unsafe situation.
3. If they are unable to improve the staffing or other issue- File the AUP and obtain the Manager or Shift Adm. signature in receipt. (you may complete the form at the end of the shift) \*see SNA website for forms
4. Send the complete form to the designated spots- including SNA by fax: 575-8138 or by mail 401A College Ave. SR, CA 95405.

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## **COUNSELING/DISCIPLINE**

Remember, **you are entitled to SNA representation for any meeting** with your Manager- including “fact finding”- **that may lead to discipline.**

Your Manager **must give you 72hrs notice** (excluding weekends & Holidays) of a need for a meeting and they usually offer 2-3 meeting time alternatives.

Please call the SNA message line 575-8853 as soon as you are aware of your need for representation. **Please do not agree to a specific meeting time before consulting with SNA** as we may have a conflict for that time.

### **Counseling/Discipline Steps:**

1. Coaching & Counseling (not discipline)
2. Verbal Warning with Corrective Action Plan (CAP)
3. Written Warning
4. Final Written Warning
5. Termination

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# BALLOT FOR SNA OFFICERS 2011

President

(2yr term for 2011-2012)

Sue Gadbois

Vice President

Stacy Lewis

Treasurer

Cathleen Lukrich

Secretary

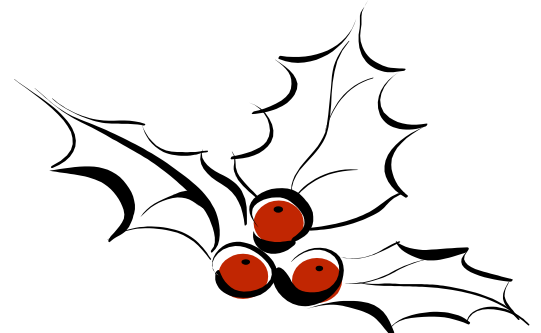
Kery Poteracke

Board Members:

(vote for2)

Charlotte Schatz  
(Special Projects)

Laura Hanson



**STAFF NURSES'  
ASSOCIATION**

401A COLLEGE AVE.  
SANTA ROSA, CA 95401

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**SNA**

