

WSNA/SACRED HEART MEDICAL CENTER

Washington State Nurses Association

LOCAL UNIT NEWSLETTER

October 2005

New Personnel Policies-Warning!

It has been brought to WSNA's attention that SHMC's management is instituting a new attendance and tardiness policy that outlines excessive absenteeism for sick leave, even though we have formally opposed this. It actually gives a percentage of days that an employee should not be absent from scheduled work time. These days may be exceeded in a single occurrence. SHMC is also using a ROLLING calendar meaning that they can address attendance in ANY 12-month period, not only around your anniversary time. WSNA does not agree with this policy and has formally written management not to implement this. We believe the policy to be inconsistent with "just cause" for discipline. Please contact Voice-Tel (1-866-305-5612) or your WSNA Nurse Reps if you are disciplined for excessive absenteeism. Some nurses have already been spoken to. Let us know if this is happening on your unit!!!!



impose formal discipline (written warnings, suspension, termination). WSNA believes that being ill usually is not cause for discipline. If your manager wants to talk about your absence, ask for a Union Rep to go with you. If your manager chooses to discipline you for being sick, fight it using the grievance procedure. Grievances must be filed within 14 days of when you receive the discipline, so don't delay in contacting us.

By the Way

If your manager asks you to sign a disciplinary letter, it's OK to sign. Your signature is for receipt only. It does not indicate that you agree with the letter. For added security, you may write "for receipt only" above your signature. This is likely to result in grievance action, so keep us informed ASAP!!!

Educate Yourself!!!

There are many changes in the Personnel Handbook. Review the handbook to see what else has changed. Use the intranet to access it. Have you looked at your Human Resource file lately? Your file should contain hiring information, position changes, pay changes, and evaluations. Check it out by going to Human Resources. If you find items of concern, request a copy of those documents and give us a call.



Sick About The New Policy?



Your manager may want to talk to you about your absences. Your manager may ask you for proof of illness. That's part of the management job. Your manager may

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Contact Voice-Tel at 1-866-305-5612 or notify your WSNA Representatives.

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WSNA - Victorious in Grievances!



WSNA has won multiple grievances for nurses. Grievance-related gains for nurses include:

- The biggest gain at present is that all staff attending the staffing guideline changes meeting for April will be compensated for their time in attending this meeting. Staff who attended and were not paid (essentially anybody who attended on their own time and not during work) and signed the roster should be compensated. If you attended this meeting and didn't sign the roster, contact WSNA immediately. Be prepared to provide proof of your attendance. This will affect hundreds of nurses. Compensation should be forthcoming!
- The grievance regarding meals and breaks is still in progress. It is now in arbitration.
- Human Resources is now to produce guidelines for managers to follow when nurses on transfer or reassignment do not succeed on their new unit.

- The hospital will pay 4 hrs. OT and 8 hours half pay to correct a scheduling error.
- NICU will change their job posting practices to be compliant with the contract.
- Nurses will receive orientation before being assigned as Charge Nurse.

We have won compensation for staff, mitigated discipline, won appropriate staff schedules, and are assisting in many other grievances. Thanks to all those who have given their time and resources for these grievances; and kudos to Camille Sturdivant-Daly, our Grievance Chair. We need volunteers to assist with grievances so all nurses who need representation will get help in a timely manner. We will train staff to assist with investigatory and grievance meetings. This is valuable training as it familiarizes you with your rights under the contract and you in turn can educate others. Everybody needs to work together, so we can be strong and unified in the face of so many changes.



WSNA Sacred Heart Local Unit Wins 2 Awards!!!!

The WSNA Cabinet of Economic and General Welfare has given our SHMC Local Unit 2 awards! All our struggles have not gone unnoticed! Our Local Unit has won the **Adversity Award**. We

have all been dealing with a huge number of stressors: guideline changes, "Empath and Navigant" reports resulting in changes in every area in the medical center which in



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return impact us from every angle. We also have fewer officers than we should for a unit of our size (the largest in our state) and need more staff involvement. Some have put forth a huge effort to assist staff with all these changes. You are truly essential and valued! We need to be cohesive more now than ever to move forward.



Marty Avey has won the award for Outstanding Co-Chair. Marty has volunteered an incredible amount of her time and

resources to lead and work for our Local Unit and for the Nurses. She has been involved in virtually ALL of the changes taking place. She needs support to continue all the good that she has done and to stand up for the rights of the Nurses. Please congratulate her on an incredible job!

Guideline Evaluation Meeting

On **November 15, 2005**, WSNA will meet with Administration, staff and management regarding the evaluation of previously implemented guideline changes. This meeting will be **1300-1600** in the **Bernard Morin Room. IV Therapy, 8-South and ED** will give feedback regarding the staffing changes. For those of you who are helping us by documenting with staffing analysis forms-staffing **INCREASES** are being considered for several units! For those who are involved-**THANK YOU!!!** Your input at the previous guideline change meeting was very important! It is important for staff to give input at this November meeting. For those who have not been active advocates, we need you! You **CAN** make a difference. Your involvement **IS** noticed!!!



Phones and Pagers

If you are carrying a phone or pager as part of your job duties, leave it in your work area or forward it as appropriate (phones) when you leave the unit for a break or meal. Your meal and break time is **YOUR** time. Carrying a phone or pager constitutes “waiting to work” and is compensable. Staff who must carry phones or pagers (Security, RT, and others) are paid for their meal periods. If you are being asked to take your pager or phone on your break or meal period, contact WSNA Voice-Tel. Staff should **NOT** be told to be carrying phones or pagers to breaks or meal periods.

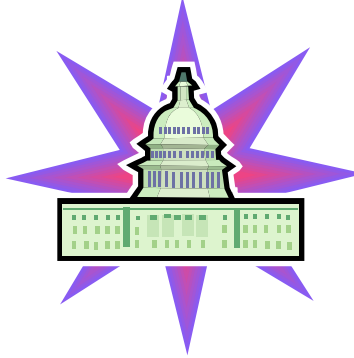
Opportunities for WSNA involvement.

Our Local Unit has a vacancy on Conference Committee for Member-At-Large (2nd position) which includes membership promotion. This Officer will attend Conference Committee once monthly-a paid meeting with administration in which WSNA officers and staff representatives bring forth concerns and staff concerns and issues, among many topics. Contact Voice-Tel for more info if you are interested!

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UPCOMING EVENTS and MEETINGS

January 30, 2006 - Nurse Legislative Day in Olympia



Membership Reminder

It is the responsibility of each nurse to notify the Washington State Nurses Association of any change in work status which may include but are not limited to: **name, address, phone number, FTE increase or decrease, leave of absence, medical leave, maternity leave, leaving or joining a bargaining unit.** This change must be done in writing either by using a *Change of Information Card* or sending an email to wsna@wsna.org.

The Cabinet on Economic and General Welfare (E&GW) policy states, when a nurse is on an unpaid leave of absence, the dues are adjusted to the Reduced Membership Category during the unpaid Leave of Absence period. The accumulated dues payment is to begin within 90 day of return to work. The nurse will have up to twelve months to complete payment of these dues. ***It is the responsibility of the nurse to notify WSNA of this change in work status.***

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