

WSNA/SACRED HEART MEDICAL CENTER

Washington State Nurses Association

LOCAL UNIT NEWSLETTER

August 2005

THE HEAT IS ON.....

GUIDELINES AND EMPATH AND GRIEVANCES-OH MY!

Upcoming Surveys!

Hospital Evaluation starting August 1st! Keep an eye on the Monday AM for announcements on the hospital survey. It is important for EVERYBODY to be heard. When only some of us fill out the survey, it is often assumed that those who don't are completely satisfied with the current situation. Please give your input!

Guideline Change Surveys will be coming toward the end of summer - your input is important! You can make a difference. Staff have been reinstated (front door greeters, ED front desk and more). Thanks to good feedback and information from staff and others. It is important to share your concerns! Also, the guideline change meeting will also be coming this Fall - watch for announcements and have your unit represented!

Grievances and Workplace Issues

Meal/Break Grievance in Arbitration

A group grievance was filed with regard to staff being unable to take breaks (and not being compensated) and missing meal periods. This grievance is in arbitration (top level) and being argued. Thank you so much to those who shared information in

order for us to move forward with this grievance. Staffing Analysis Forms in which staff recorded missed meals and breaks were instrumental in providing essential documentation for this and other grievances. The Staffing Analysis Form is a tool in which you can share your concerns and can help yourself and others. It can take time but we need as much documentation of problems as we can get. We will keep you informed of the progress of this grievance.

Pay for Guideline Change Meetings Progressing

WSNA has filed a group grievance to secure compensation for the staff who attended the guideline change meetings on their own time and were not paid. We will get updates on this as they occur.

WSNA has assisted in and is currently working on multiple grievances and disciplinary issues including: Receiving discipline for failure to complete Empath education; sick time; inappropriate work assignments; improper compensation; scheduling; PTO and much more. Contact Voice-Tel or nurse-advocate if you have questions or concerns. If your issue is regarding a potential grievance, discipline or investigatory meeting, contact us IMMEDIATELY! These issues have deadlines and you may relinquish some or

***Sacred Heart Medical Center
Local Unit News***



all of your rights by not addressing the matter in the proper timeframe.

Remember, if a meeting is investigatory in nature; or if discipline is POSSIBLE, you have an undeniable right to representation (Weingarten rights) and the time to secure representation. The meeting time must also be MUTUALLY agreed upon so you can be properly represented.

Weingarten Rules

Under the Supreme Court's Weingarten decision, when an investigatory interview occurs, the following rules apply:

- **Rule 1:** The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.
- **Rule 2:** After the employee makes the request, the employer must choose among three options. The employer must either:
 - a. Grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee; or
 - b. Deny the request and end the interview immediately; or
 - c. Give the employee a choice of:
 - 1) having the interview without representation, or 2) ending the interview.
- **Rule 3:** If the employer denies the request for union representation and continues to ask questions, it commits an unfair labor practice and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.

Some of Your Rights and Responsibilities

Mandatory Education

If education is mandatory or necessary for you to perform your job, it **MUST** be compensated. If you are unable to complete such education during work time (all managers are strongly encouraging this as a money saver but it is certainly not always feasible with our workloads) alternatives must be available. Some options that our members have used are: Coming in on a non-overtime day off (part-time staff), doing mandatory education in lieu of taking a low census day; keeping a nurse over in the house to relieve in-house staff so that they can complete their mandatory education.

If you are having difficulty completing your mandatory education, talk to your ANM or Nurse Manager about options for completing mandatory education. If you cannot come to an agreement on how to complete your mandatory education, contact Voice-Tel.

PTO

With the exception of summer month PTO applications with a March 1st deadline, PTO applications must be answered within 7 days. Management must make reasonable efforts to secure replacement for PTO requests made at least 2 weeks in advance. Please read your contract to be aware of all your rights and responsibilities regarding PTO.

EIT

Be sure that you give appropriate notice when calling in sick. This is a minimum of

2 hours for day shift, 3 hours for evenings and nights. At this writing, call the staffing office to notify them of an illness. Some staff have been approached by management and told they have excessive absenteeism per a new personnel policy regarding sick time. This policy is NOT endorsed by WSNA nor is it contractually based. WSNA does not agree with this policy at this writing. The last approved change in EIT policy was several years ago when it was agreed that PTO amounts would be amended and then used for the first portion of a period of sick time. If you are being disciplined for EIT, call Voice-Tel. Remember, the hospital does have a right to request reasonable proof of illness. This is not a blanket practice but may be requested when staff are absent for frequent or extended periods. Staff may be asked for a MD "note" but this has been with the hospital giving notification prior to an occurrence in which written proof is requested.

Staffing Analysis Forms - Keep Them Coming!

We are receiving many staffing analysis forms from many areas of the medical center. These have brought to light many issues with our staffing levels. WSNA is also being made aware of many important safety issues including interventions being used previously only in intensive care areas now being implemented in non-ICU areas (such as TPA infusions). These forms provide a lot of valuable information and have helped with grievances and in defending potential disciplines. If your manager is attempting to coerce you not to fill these forms out, please contact us. The Nurse Practice Committee (WSNA Co-Chair Marty Avey, Deahn Glover, and Melinda Geiger are part of this Committee.

They review the Staffing analysis forms and collate much information. The Conference Committee, which meets monthly with Administration to discuss contractual and other issues, has used these forms to convene panels to evaluate and look for solutions to staffing issues on nursing units. WSNA is in the process of convening panels on several units that have demonstrated repeated staffing, safety and other issues. Call Voice-Tel to assist on a panel on YOUR unit. You can help your future! Keep one copy of the staffing analysis form for yourself, send one to WSNA or Marty Avey (2S), and send one to your Manager. You are entitled to a response from management to a staffing analysis forms. If you're not receiving a response, contact Voice-Tel. The Nurse Practice Committee and Conference Committee had discussed this with Administration and Management should now be aware that they need to respond to you.

Some of Who's Who in WSNA

Your Officers/Conference Committee

Co-Chair: Marty Avey
Co-Chair: Kathy Ormsby
Grievance Officer: Camille Sturdivant-Daly
Secretary: Linda Jones
Treasurer: Pat Kandradowicz
Member at Large: Cathy Harris

One Member at Large position is still available and someone out there would be a great Officer! If you are interested, contact Voice-Tel or Nurse-Advocate for information or for consideration for appointment. Grievance assistants are also much needed - training provided. This can ensure representation for all!

***Sacred Heart Medical Center
Local Unit News***



Nurse Practice Committee

Marty Avey, Deahn Glover, Melinda Geiger.

Thanks for all your work with staffing analysis forms and so much more!

WSNA Representatives

Debi Bessmer

Becky Dawson

Thank you for all your advice, assistance, reference and all the miles you put on!

Unit Representatives

You are a precious resource to your unit!

And ALL OF OUR MEMBERS! Your support makes ALL the difference! You are our eyes and ears to goings on that we may not be aware of.



Voice-Tel: 1-866-305-5612
nurse-advocate@adelphia.net

You can sign onto nurse-advocate for E-newsletters, updates, queries and MUCH more! Knowledge is power - use it and help yourself.

You can now look at your contract online at: www.wsna.org:

Click on:

Local Units→SHMC→Current Contract

Be sure WSNA has your current address information on file so you can receive updates and important information! (Fax to 1-206-838-3099 or e-mail us at wsna@wsna.org). Send your updated information, if you are not current!

UPCOMING EVENTS AND MEETINGS

*Annual Leadership
Development Conference
Lake Chelan, WA
September 25 – 27, 2005*



Go to www.wsna.org for a registration form.

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.***

***Sacred Heart Medical Center
Local Unit News***

