

**WSNA Local Unit  
SKAGIT VALLEY  
HOSPITAL**

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**Local Unit Officers**

<i>Julia Weinberg</i>	<i>Co-Chair</i>
<i>Shelly VanPelt</i>	<i>Co-Chair</i>
<i>Jammie Jenkins</i>	<i>Secretary</i>
<i>Thomas Nyland</i>	<i>Treasurer</i>
<i>John Tweedy</i>	<i>Grievance</i>
<i>Linda Warman</i>	<i>Grievance</i>
<i>Marsha Leigh</i>	<i>Membership</i>
<i>Allyson Watts</i>	<i>Membership</i>

**WSNA Nurse  
Representative**

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**WSNA Web Site**

www.wsna.org

*The Oldest and Largest Union  
Representing Registered Nurses in  
Washington State*



**Elections of New Officers:**

Nominations for upcoming elections of local unit officers are being sought for the next two year terms of 2007 to 2009 for Co-Chair, C0-Grievance and Secretary.



The official WSNA/SVH Local Unit bulletin board on the hall way of 1NW has the duties of each of these positions. Information regarding some of the meetings needed to attend and other duties are listed on the nominations board.

Please take the time to consider running for these very important positions for our WSNA/SVH local unit. If anyone has any questions please seek out one of the current local unit officers or call our WSNA Nurse Rep. Kate Boyle at 1-800-231-8482, ext. 3022.

Nominations will be taken from **June 11<sup>th</sup> 2007 until June 25<sup>th</sup>**. Those names will then be submitted to WSNA office via our WSNA Nurse Rep. Kate Boyle. The election process is done via mail-in ballot and is to be received by July 12<sup>th</sup>. WSNA then counts all the ballots and informs the local unit officers, approximately 5 business days later, of the results. We announce these on the official WSNA Local unit bulletin board, our WSNA/SVH local unit e-mail lists and inform the hospital administration of the results as well.

\*\*\*Our WSNA Bulletin Board will be moving to new assigned sites both in the new hospital and the current hospital. When we have finalized these new assigned areas for our boards, your WSNA Local Unit officers will notify our nurse membership ASAP.

**Tobacco Free Environment**

The hospital board of directors has approved the promotion and implementation of a Tobacco Free Environment here at Skagit Valley Hospital, its' properties and premises, starting June 1<sup>st</sup>, 2007. The on-line policy in the hospitals' "Manuals on Line" talks about what the expectations are and the reason for the policy. Included in the policy is the process for warning employees who do not comply with the NO Tobacco Environment and the possible discipline that could occur.

On May 24<sup>th</sup>, at the Conference Committee, WSNA/SVH and management discussed the need to clock in and out for smoke breaks. The "smoke" break would be the same as the paid 15 minute break that is allowed each 4 hour period of work. The hospitals' potential liability of off-campus breaks necessitates clocking in and out for this 15 minute period. (This is not a new policy – if staff chose to leave the premises for their 30 minute meal break, clocking in and out is necessary.) A pager or cell phone will need to be carried during the off-campus break so that staff can be reached if needed.

**This is not a “YOU have to QUIT” policy**, but a refrain from tobacco use while on hospital premises at all times. If anyone should choose to use tobacco products during their working shift, they would need to do so off premises, and then return to work not smelling of tobacco products on their person. We have had the discussion in Conference Committee as to who would be the sniff tester. HR has told us it would be our patients, staff and visitors who may complain of smelling tobacco. The hospital has products available to assist those who wish to refrain from tobacco use while working or who makes the choice to quit using tobacco for good. These products and classes are available.

Your WSNA/SVH Local Unit officers are asking for all of our nurse members to be aware and informed as to what this policy says and what the expectations are for staff that use tobacco products.

This Tobacco Free policy will be monitored and evaluated on an on-going manner.

Let us all be patient with each other as this new initiative begins. If anyone has any concerns and/or questions about this new initiative and/or policy, please seek out one of your local unit officers or call Kate Boyle our WSNA Nurse Rep. at WSNA 1-800-231-8482 ext: 3022.



### **Overtime: More information updated**

Your WSNA/SVH Local unit officers continue to discuss in Conference Committee issues

surrounding authorized overtime for KRONOS documentation and the process to get authorized overtime approved. Now there is incremental overtime, which can be applied even one minute past the seven minute window of the agreed time to clock in and out. At the Conference Committee in April, we brought forward the issue of nurses being counseled by their managers concerning the repeated clocking out of one, two and even three minutes past the allowed agreed time to the KRONOS seven minute window.

WSNA asked; why the counseling? It seems to nurses and staff who have been counseled that this is such a waste of our manager’s and nurses’ valuable time. Comments such as “such pettiness” and “its not overtime” were frequently voiced. WSNA received clarification from HR and Finance officer Kathleen Abhold, of what it means when numerous nurses clock one, two or three minutes past this seven minute window. Each nurse and staff person is eligible for 15 minutes of overtime to be paid even if just one minute past the seven minute window. Kathleen shared the math with us and it can really add up with 1100 employees. If the nurse or staff person was not pre-approved for the overtime, the nurse and staff person have not followed the rules. The hospital is then deficient in its responsibility to report via the KRONOS forms (that pay the overtime) why the overtime was paid. The state auditors will ask.

What was also clarified during this discussion was that **NO ONE** is allowed to change anyone’s time without the nurse or staff persons OK.

WSNA also reported that not all unit clocks or KRONOS time clocks keep the same time each and every day on each unit. These clocks are battery operated and when they need changing, maintenance is notified. The clocks are not having new batteries installed and recalibration done on a regular maintenance schedule.

Both WSNA and HR have been in the process of updating the current Overtime Policy. WE need to have at least the hospital policy reflect all of the changes regarding KRONOS and overtime. It is important that somewhere the rules are written so that staff can refer to them when they have a need to know. The process to get authorized overtime, the documentation of overtime, and the incremental one, two and three minutes past the seven minute window issue is KRONOS information we all need to know and follow.

Your WSNA/SVH Local unit officers want to encourage all our nurses to be informed, be proactive and to do the following:

1. Nurses who have access to KRONOS and can view their actual clock in and clock out

times on the computer, please do so weekly.

2. If there is need for correction either tell your unit manager or the staffing office of their need to change your KRONOS so that they can make the correction. (Especially look for these incremental one, two or three minute past the seven minute window period allowed. If this was not true overtime, for which you should have gotten pre-approved and a KRONOS filled out and signed, you need to have the correction made.)

**Communication is the KEY!** Talk to your manager or the staffing office about your KRONOS. Document on the KRONOS form all overtime with a full explanation for the overtime. **We are urging and encouraging ALL nurses to start paying attention to the actual time on the KRONOS clock as you swipe your badge, both your in and your out time.**

If anyone has any questions or concerns about this issue please contact any of your local unit officers or call Kate Boyle our WSNA nurse rep at WSNA.

## **WE ARE IN COUNTDOWN MODE FOR THE MOVE TO OUR NEW "HOUSE" JUNE 30, 2007!**



Soon most of us will be moving and working in the new expansion of our hospital. We are all having a variety of emotions. There have been voiced fears and concerns which have been shared in unit meetings, conversations and even at home with our families.

We have not done anything of this magnitude of a move since probably 1958, when the employees and patients all moved from the Raleigh Hospital location in MT. Vernon to where our current location is now. We have added on multiple times where we moved a little of the equipment, remodeled existing space, redecorated space and moved the staff.

However, this will be different and much bigger. Even the way we will care for our patients will be different.

Remember as we are going through this experience, we are doing this together. We are not alone in what we are feeling or experiencing. Maybe we can all start the practice of deep breathing and doing some stress reduction techniques, practicing patience with ourselves and each other, now and even more so when we move. All of us will be learning and adjusting to the changes in the new physical plant and each of us may have some changes going on in our departments as well. For those who have had the opportunity to build a new house from scratch and move in, you probably found that all things were not perfect. Yet, if you can live with it as it is, you do so. You might try to work within that which is not perfect for awhile and then when the time comes, you make changes as necessary and financially feasible.

What is really great for our patient's and staff is that we will now have space to move and grow again. We have been in such need for too long in the "old" house. As a title of a book which says "DO NOT SWEAT the SMALL STUFF". Let's try to focus on all that is positive and good about our moving into our new hospital, for our patients and for all of us who work here.

### **Culture of Compassion:**

Your Local Unit officers have asked for more information and clarification in Conference Committee of "just what does this mean and what are or will the expectations be for us to comply with this idea?"

Stay tuned as we learn more about this and can share with our nurse membership just what does this really mean?

