

CRONA Membership Meetings

December 2017

INTERNAL TRANSFERS

CRONA recognizes that

22.1.1 The Hospital shall send an email (via Outlook or a similar hospital-wide email system) identifying the vacancy to the Nurses on the unit in which the vacancy exists.

22.1.2 At least five (5) calendar days after the foregoing notice has been sent and if the vacancy has not been filled with a Nurse on the unit, the Hospital shall post the vacancy on the online application system.

22.3 Eligible Regular and Relief Nurses who make a transfer request are given preference if qualified, as determined by the Employer, for vacancies in the following order and manner:

22.3.1 Nurses who both (i) are assigned to the unit in which the vacancy occurs as of the date of the notice of the vacancy, and (ii) notify their manager (or designee) of their interest in the vacancy within the five (5) day period after notice is provided, shall be given preference over other Nurses. As between qualified applicants assigned to the unit in which the vacancy exists, if qualifications are determined to be substantially equal, seniority shall be the determining factor.

22.3.2 Current Regular and Relief Nurses of the Employer, including Nurses on the unit in which the vacancy exists who did not notify their manager of their interest in the vacancy within the five (5) day period, who apply for the vacancy shall be given preference over external applicants if the qualifications of the current Nurse and external applicants are determined to be substantially equal.

a. As between qualified current Nurse applicants, if qualifications are determined to be substantially equal, seniority shall be the determining factor.

b. As between qualified external applicants, if qualifications are determined to be substantially equal, Regular and Relief Nurses who are employed by Stanford Hospital & Clinics shall be given preference over other external applicants.

c. For the purposes of this section, "external applicants" shall be applicants who are not currently employed at the Hospital in a position in the bargaining unit.

22.4 Transfers pursuant to this Section 22 shall include Relief Nurse applications for vacancies. When applying for such vacancies, "B" and "C" Relief Nurses will be credited with seniority as follows, provided there has been no break in employment as set forth in Section 33:

a. the full periods the Relief Nurse has been employed by the Employer as a Nurse, and

b. at a ratio of two (2) years of service for one (1) year of seniority credit for all periods of employment as a Relief Nurse, provided the Relief Nurse has maintained her/his commitment under Section 14 during such periods.

As an example, a Nurse who has worked 4 years as a Nurse and then, without a break in employment, has continued to work an additional 10 years as a "B" Relief Nurse will be credited with a total 9 years seniority for the purposes of Section 22.

22.5 Transfers pursuant to this Section 22 shall occur on the first day of the pay period that is agreed upon by the releasing manager and the new manager. No Nurse shall be denied a transfer based on a failure of the releasing and new managers to agree on the transfer date.

Right to Representation:

b. Representation at Investigatory Interview. When in the Employer's judgment an investigatory meeting is called for prior to any decision to discipline a Nurse, **the supervisor shall inform the Nurse of the purpose and subject of the meeting prior to the meeting.** The Nurse may upon request have up to two (2) CRONA representatives present, provided that the interview will not be delayed to obtain the presence of a second CRONA representative. **If the Nurse requests the presence of a CRONA representative, the meeting shall occur within three (3) calendar days of the Employer's request for the investigatory meeting.** If the Nurse requests representation and if the Hospital intends to have more than two (2) representatives (not including a management witness), the Hospital will notify CRONA in advance, and CRONA may have an equal number of representatives provided that the meeting will not be delayed to obtain additional CRONA representatives. The Hospital will conduct its investigation diligently, consistent with the circumstances. The Nurse and, at the Nurse's request, CRONA will be informed of the status of an investigation within thirty (30) days of the date of an investigatory interview.

DO NOT FORGET YOUR WEINGARTEN RIGHTS

Packard 2.0

Please make sure to verify your timecard every pay day. With all the extra trainings and time for orientation, timecards have not always included the pay Nurses are entitled to. All required training is paid as orientation, and does NOT come from your education hours.

Staffing SHC/LPCH

Concerns over safe staffing-Please fill out an ADO in real time. ADOs are not punitive and are not for discipline. They are a tool you can use in real time to ensure that you are getting the help you need. Fill out the ADO in its entirety, identifying who you called and when (ie: Chain of Command) and what they did to assist with the situation. All ADO's are reviewed during Nurse Practice.

Pre-approved Vacations and Pre-approved Education time

-Remember these can be asked for up to a year in advance. Once you submit your request, you should hear "yes or No" from the manager within the first 2 weeks in the month after your request was submitted. ie; if you submit your request in December 2017, you need to hear in the first 2 weeks of January 2018. Your manager cannot deny your vacation stating "low staffing numbers".

Holiday Staffing

LPCH: Closed Staffing starts from 7:00 a.m. December 23 until 7:00 a.m. December 27 and 7:00 p.m. December 30 until 7:00 a.m. January 2. A good faith effort will be made to staff according to the needs of each unit. During that period if the home unit's census is low, staff will have the choice between floating (if work is available on other units) or taking an EA day. Each unit will maintain a staff request EA/float list. "A" Days will be granted off during this period per the "A" Day Policy developed by the Nurse Practice Committee.

Remember ADAYS that are taken within the closed staffing do not count toward A-time outside of the closed staffing period, within that pay period.

SHC: Scheduling should be done based on skills, seniority, and equity. Holidays should be rotated based on what the Nurse worked the previous year.