

CRONA Membership Meetings

June 2018

Tuition Reimbursement Rules and Deadlines 2018

This is a reminder that all usage of the Paid Educational Hours is to be used and recorded no later than the pay period ending August 25 for 2018 fiscal year education hours. This is the end of the last pay period prior to August 31 and we need to ensure that we properly record expense in the appropriate fiscal year and that the accrual on 09/01/18 is not impacted. Therefore, are enlisting your assistance.

* All nurses need to record and submit their hours timely on their timesheet no later than pay period ending on 08/25/2018.

* If a timesheet correction is needed for prior pay periods to record missed Educational Hours, these must be submitted no later than 08/27/19.

* We will be unable to accept any late submissions or timesheet corrections recording Educational Hours for the previous academic year after August 27, as they will impact the 2019 EDU accrual.

* Any hours submitted for the period 8/26 – 8/31/18 will be charged against your 2019 EDU accrual.

You **MUST** get pre-approval before submitting for reimbursement. At LPCH this means create a file within GP strategies and get approval before signing up for any classes, conferences, book and professional membership fees. Once your request is approved, then you can purchase the items. After completion, you need to go back in and submit receipts, and then you will be paid. Tuition assistance is denying reimbursement requests that were not pre-approved! At SHC you need to get pre-approval from your manager via email, then you submit your reimbursement request through Hosted HR.

PACU on-call Arbitration Win!!

In the PACU at SHC managers were cancelling Nurses who were “on-call” without compensating them. CRONA won this arbitration. Please let CRONA know if you have been canceled from a “call shift” at any point in the past.

Save the Date!

CRONA PICNIC! August 12 (11am-3pm) Flood Park in Menlo Park. Enjoy the day with your families and other CRONA Nurses! Details to follow.....

Payroll Errors

Reminder to be vigilant in checking your time cards at the end of each pay period. This double check and sign-off is to ensure that you do not suffer from any payroll errors. ALWAYS DOUBLE CHECK YOUR PAYSTUBS!!! If you notice an error, start by notifying your manager or ANM to get the correction process started. Reminder that the hospital has 5 days from the time the error is detected to correct it.

Retirement plan Provider is changing

Beginning in July 2018, the Retirement Savings Plan and the 457(b) Plan will transition to **Fidelity Investments**. The intention of this transition is to provide all employees and plan participants a single service provider that can deliver a range of investment options, learning resources, lower overall investment fees and expenses, and world-class customer service that is available online, by phone, on campus, and at Fidelity Investor Centers. You DO NOT need to do anything at this time. You will be receiving information as this transition process continues.

When Requesting Representation for an Investigatory Meeting

1. Call and/or email the CRONA Executive Board (650) 366-0156 or crona@crona.org
2. Say and Spell your name and unit
3. State your phone number and repeat. NO NEED to leave a long message, a rep will get back to you for the details of the situation.
4. Notify CRONA IMMEDIATELY after the request for a meeting with your manager is made. We have a 3-day window to arrange a meeting.

