

## **INDEX**

- Acting Assignment Pay, 40
- Acuity, Determination of, 80
- Administrative Leave, Side Letter
- Administrative Provisions, 109
- Adoption, Reimbursement for Qualified Expenses, 63
- Agency Shop, 10
- Americans with Disabilities Act (ADA), 18
- Annual Expense Allowance, 64
- As-Needed Nurses Retiree Bonus, 53
- As-Needed Nurses Step Advancement, 52
- Assault Prevention, 106
  
- Battery Leave, 103, A-120.11
- Bereavement Leave, A-120.5
- Blood borne Pathogen Exposure Hotline, 106
- Blood borne Pathogen Safety Devices Committee, 100
  - Release time for, 102
- Breaks, Paid, 33
- Bulletin Boards, 6
  
- Change in Status, 51
  - Dual Status Nurses, 51
- Charge Nurse
  - Bargaining Unit Representation, 40
  - Responsibilities and Restrictions, 40
- Charge Nurse Pay, 40
  - Public Health Nurses, 40
  - Health at Home Nurses, 40
- Charge Nurse, SFGH, 80
- Childcare
  - Dependent Care Assistance Program, 60
  - Fund for SFGH Childcare Center, 61
  - Volunteer/Parental Release Time, 62
- Civil Service
  - Commission Jurisdiction, 109
  - Examination, 19
  - Exam Notification to Per Diem Nurses, 19
- Committees, Labor-Management
  - Blood borne Pathogen Safety Devices, 100
  - Child Care, 61

- Health at Home Computer, 107
- Nursing Pharmacy, 106
- Occupational Safety and Health, 106
- Patient Classification (PCS), 80
- Performance Incentive, 42
- Product Evaluation, 106
- Professional Performance, 8
- Recycling Task Force, 106
- RN/DPH Monitoring, 98
- Safe Patient Handling and Movement, 104
- SFGH Rebuild, 106
- Compensation Chart, Attachment
- Compensation Schedule, 31
  - For Reporting and No Work Available, 34
  - For Starting Work and Relieved of Duty, 34
- Compensatory Time Off, 38, 43, 44
- Communication Between Staff, Manner of, 5
- Computerized Charting, Required Training Classes, 70
- Conscientious Objector, 28
- Continuing Education, 71
- Contracting Out of Work, 20
  - Required Notice to Union, 20
- Court Duty and Jury Duty Compensation, 39
- Cross Training Program, 71
  
- Daylight Savings Time/Standard Time Changeover, Side Letter
- Debriefing, Critical Incident Stress, 103
- Dental Insurance, 58
  - Benefits While on Unpaid Status, 58
- Dependent Care Assistance Program (DCAP), 60
- Developmental Plan, 70
- Disability Insurance, Long Term, 59
- Disability Leave, A-120.17
- Disciplinary Action
  - During Probationary Period, 15
  - Expedited Arbitration for Warnings and Suspensions, 14
  - Grievances for Suspension or Termination, 13
  - P103 Nurse Procedure, 15
  - Removal of Material from Personnel File, 29
  - Rights of Individuals, Just Cause, Progressive Discipline, 15
  - Skelly Rights, 15
  - Steward Counseling to Prevent Disciplines, 5
  - Time Limit on Proposal of, 29
- Discrimination
  - No Discrimination for Filing Assignment Despite Objection Form (ADO), 18
  - No Discrimination for Union Activity, 18

- Prohibited, 18
- Reasonable Accommodation, 18
- Double Ward Assignment, LHH, 40
- Duration of Agreement, 110
  
- Educational Opportunities, 67
  - Educational Leave, 67, A-120.28
  - Educational Leave for Pre-Retirement Seminar and Union Sponsored Training, 68
  - Mandatory Class Scheduling, 68
- Employee Orientation, Union at, 8
- Expedited Filling of Positions, 84
- Expense Allowance, Annual, 64
- Expenses, see Reimbursement of Work Related Expenses
  
- Family Care Leave, A-120.29
- Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)
  - No Discrimination, 19
- Floating, 72
  - Perinatal Division, 77
- Floating Holidays, 44
- FMLA for Domestic Partners or Spouses of City Employees, Side Letter
  
- Grievance Procedure, 11
  - Back Pay, Time Limit, 12
  
- Health and Dental Options for Per Diem Nurses, Side Letter
- Health and Safety, 100
  - Alternative Assignments, 103
  - Assault Prevention, SFGH, 106
  - Battery Leave Following Assault, 104
  - Blood borne Pathogen Safety Devices Committee, 101
  - Critical Incident Stress Debriefing, 103
  - Information on Work Related Injuries, 102
  - Labor Code Compliance, 103
  - Mandatory HIV Testing, 106
  - Occupational Safety and Health Committee, 106
  - Reassignment Following Assault, 107
  - Refusal to Perform Unsafe Work, 102
  - Safe Patient Handling and Movement Policy and Committee, 104
  - SMART Training, 103
  - Training for Employees, 102
- Health at Home Productivity Standards, 84
- Health Insurance
  - Benefits While on Unpaid Status, 58
  - Dependent Coverage, 58
  - P103 Per Diem Nurse, 58

HIV Claims, Handling of, A-120  
HIV Testing, Mandatory Prohibited, 106  
Holiday Compensation  
    For Jail Health Services Night Shift, 46  
    For Ten and Twelve Hour Shifts, 44  
    For Time Worked, 44  
    For “Z” Employees, 44  
Holidays, Floating and In lieu  
    Assigned, 45  
    Carry Over, 45  
    Employees Not Eligible for Holiday Compensation, 46  
    Holiday Scheduling, 46  
    In lieu Holiday Request, 45  
    Laid Off Employees, Holiday Pay, 45  
    Part Time Employees, 46  
Holidays and Holiday Pay 44  
Holidays, on Saturday/Sunday for Monday-Friday Employees, 45  
Hotline for Blood borne Pathogen Exposure, 106  
Hours Per Patient Day, 86  
Human Services Agency, Personnel File for, 28  
Humanitarian Leave, Side Letter

Informational Items, List of, A-116  
Impaired Nurse, 108  
Impaired Nurse, Side Letter  
Indemnification and Defense of City Employees, 27  
In-service Education, 69  
Interoffice Mail System, 8

Jail Security Clearance, Loss of and Reassignment, 107  
Jane Doe, City Attorney Letter, A-121  
Jane Doe Stipulation, A-117  
Journal Password, Side Letter  
Jury Duty Compensation, 39  
Jury Duty Leave, A-120.30  
Just Cause, 9, 15

Layoff, 24  
    Mandatory Furloughs, 24

    Nurse Practitioner, 24  
    Request to Meet and Confer, 24  
    Severance Pay, 24  
    Sixty Day Minimum Notice, 24  
Leaves of Absence, Civil Service Rule 120, A-120.1  
Legal Claims Against City Employees, City Defense of, 27

Long Term Disability Insurance, 59  
Longevity Leave, 59  
Lounges and Eating Facilities, 29

Management Rights and Responsibilities, 9  
Mandatory Overtime, 42  
Maternity/Childcare Leave, 62  
Meet and Confer  
    Change in Personnel Policy (Past Practice), 27  
    Change in Working Conditions, 2  
    Layoff, 24  
    Performance Standards, 2  
Military Leave, A-120.20  
Mileage and Parking Reimbursement, 23  
Modified Duty (Alternative Assignments), 103  
Monitoring Committee, Joint RN/DPH 98  
    Structure, 99  
    Release Time, 100  
Municipal Railway Passes, 64

New Hire Retention Bonus, 32  
Nurse Practitioners, 26  
    Primary Care Patient Caseload, 27  
    Productivity, 27  
    Professional Development, 27  
    Scope of Practice, 26  
    Standardized Procedures, 26  
    Voluntary Job Sharing, 26  
Nursing Education Fund, 72

Objective of City, 2  
Occupational Safety and Health Committee, Proposed Work Plan, A-112  
Orientation, 69  
Out of Specialty Assignments, 71  
Overtime, 85  
Overtime Compensation, 42  
    Offered to Prevent Mandatory Overtime, 42  
    “Z” Employees, 42  
Overtime Payroll, 43

P103 Nurse  
    Access to Scrub Uniforms, 65  
    Battery Leave, 104  
    Civil Service Exam Notification, 19  
    Compensation for Classes, 31  
    Disciplinary Procedure, 15

- Health and Dental Options, Side Letter
- Health Insurance, 58
- Holiday Pay, 43
- Inactive Status, 30
- Municipal Railway Passes, 64
- New Hire Bonus When Converting to Permanent Classification, 32
- Out of Specialty Assignment, 72
- Overtime Compensation, 42
- Step Advancement for External P103 Per Diem Nurses, 52
- Retired Nurse Per Diem Bonus, 53
- Retired Per Diem Nurses, Side Letter
- Seniority and Shift Assignment, 55
  - Cancellation, 57
  - Definitions, 55
  - Scheduling Procedures, 56
  - Seniority, Defined, 56
  - Short Call Assignment, 57
  - Units, Defined, 56
  - Utilization of Outside Per Diem vs. Inside Per Diem, 56
- Sick Leave, 55
- Specialty Area Training, 73
- State Disability Insurance, 65
- Step Advances, 52
- Training Classes, 72
- Utilization of Outside vs. Inside, 56

  

- Paid Rest Period, 33
- Paid Sick leave Ordinance, 66
- Parent-Teacher Conferences, Paid Release Time, 62
- Parking
  - Cost, 30
  - Deduction, Pre-Tax, Side Letter
  - Facilities for Nurse Responders for Sexual Assault Cases, 30
  - JHS Parking, Side Letter
  - Payroll Deductions, 30
- Parking and Mileage Reimbursement, 23
- Parking Placards for PHN's and H@H Nurses, 30
- Paycheck Errors, 23
- Payroll Procedures, 23
- Performance Evaluations, 29
  - Removal from Personnel File, 29
- Performance Standards, 2
- Personal Leave, A-120.32
- Personnel Files, 28
  - Removal of Disciplinary Materials, 29
  - Right to Review, 28

Two Year time Limit, Proposed Discipline, 29  
Pilot Nursing Education Fund, 71

#### Premiums

Acting Assignment Pay, 40  
Call Back Pay, 38  
Charge Nurse, 40  
Clinical Nurse Specialist Pager, 42  
Court Duty and Jury Duty, 39  
Double Ward Assignments, LHH, 40  
Health at Home, 38  
Interpreter-Translator Pay, 36  
Parental Release Time, 62  
Preceptor Pay, 41  
Public Health Nurse, 32  
Retention Bonus (New Hires), 41  
Shift Differential, 36  
Skilled Nursing Facility "Pass Through", 41  
Stand-by Pay, 37  
Supervisory Differential, 36  
Quality of Care Premium, 38  
Weekend, 39  
Probationary Period, 19  
Professional Performance Committee, 8  
Prop J Contracts, Notice to Union, 20  
Provisional Employment, Reduction in Use of, 19  
Public Health Nurse, 25  
Caseloads, 25  
Hazardous Situations, 25  
Homecare Program, 25  
Overtime and Compensatory Time, 25  
Productivity Standards, Meet and Confer, 25

Quality of Care Premium, 38

Ratification of MOU, 2

Reasonable Accommodation, 18

Reassignments, 63

DPH Nurses to Human Services Agency, 63

Human Services Agency Nurses to DPH, 63

Recognition, 1

Reimbursement for Work Related Expenses

Damage to Autos of Field Nurses, Side Letter

Personal Cell Phones, 23

Private Autos, 22

Stolen Property, 23

- Release Time
  - Compensation, 3
  - SFGH, LHH, CH Chapters, 6
  - Subject to Staffing Requirements, 3
  - Stewards and Steward Trainees, 4
- Religious Leave, A-120.32
- Representatives, Official
  - At Nurses Orientations, 8
  - Meeting or Negotiating, 3
  - Stewards, 4
  - Work Related Committees, 3
- Represented Nurse Classes, List, 1
- Retention Bonus, 40
- Retired Per Diem Nurses, Side Letter
- Retiree Bonus for Per Diem/AS-Needed Hire, 53
- Retiree Medical Benefits Committee, 66
- Retirement Contribution, 59
- Requisitions, Filling of Positions, 85
  
- Safe Patient Handling and Movement Policy, 104
- Safe Patient Handling and Movement Committee, 104
- Salary Step Plan and Salary Adjustments, 47
  - Appointive Position, 49
  - Appointment Above Entrance Rate, 48
  - Compensation Adjustments, 49
  - Compensation Upon Transfer or Reemployment, 50
  - Determination of Pay for Position Formerly Exempt, 49
  - Non promotive Appointments, 48
  - Promotive Appointments in a Higher Class, 47
  - Provisional to Promotive, 47
  - Reappointment Within Six Months, 49
- Savings Clause, 110
- Scope of Agreement, 109
- Security Clearance, Jails, 107
- Seniority Increments, 51
  - Date Due, 52
  - Entry at First Step and at Other than First Step, 51
  - Exceptions, 52
- Seniority and Shift Assignments/Staff Nurses, 53
  - Seniority Defined, 53
  - Seniority for Purposes of Layoff, 53
- Shift Changes, Guidelines for, 53
- Sick Leave, see Leaves of Absence
- Skilled Nursing Facility “Pass Through”, 41
- SMART Training, 104
- Specialty Area Training, 73

- Staffing, Commitment to, 74
- Standards of Care at SFGH, 74
  - Critical Care, 76
  - Emergency Department, 79
  - Emergency Department, Staffing Distribution Model, 88
  - Evaluation of Staffing Methodology, 80
  - Medical-Surgical, 75
  - Perinatal, 77
  - Psychiatry, 78
  - Psychiatric Emergency Services, 78
- Standards of Care at
  - Community Public Health and Mental Health Services, 83
  - Forensic Services, 82
  - Health at Home, 84
  - LHH, 81
  - LHH, Staffing Worksheet, 89
  - San Francisco Behavioral Health Center, 84
  - Tom Waddell Health Center, 83
- Standards of Care
  - Dispute Resolution, 85
  - Hours per Patient Day, 86
  - LHH, Staffing Worksheet, 89
- Step Advancement for As-Needed Nurses, 52
- Stewards, 4
  - Trainee, 4
  - Counseling to Employees to Prevent Discipline/Adverse Action, 5
- Strike, No Work Stoppage While Contract in Effect, 2
- Subcontracting, 20
- Time and One Half Pay for
  - Call Back, 38
  - Health at Home On-Call, 38
  - Nurse Anesthetist Weekend Work, 39
  - Standby Pay, 37
  - Quality of Care Premium, 38
- Tuition Reimbursement, 68
  - Form, Available On-Line, 69
- Twelve Hour Shifts
  - SFGH Inpatient Nursing Department, 54
  - Jail Health Services, 82
- Unemployment and Disability Insurance, State, 65
- Union Activity, No Discrimination for, 18

- Union Literature, Distribution of, 7
  - Box for, 8
- Union Security, 9
  - Agency Shop, 10
  - Payroll Deductions, 10
  - Religious Exemptions, 10
- Union Representative Visits, 8
  
- Vacancy Posting, 63
- Vacation, Award and Accrual, Admin Code 16.12, Attachment
- Vacation Leave, A-120.31
- Vacation Scheduling, 60
- Violence Prevention Team, SFGH, 104
- Voluntary Reduced Work Period for PHN's, 34
- Voluntary Reduced Work Week, 35
- Voting, Time Off for, 59
  
- Ward 93, Side Letter
- Weekends Off, 38
- Wellness Program, 65
  - Citywide Pilot, 65
  - Departmental Pilot, 65
- Work Plan for the Labor-Management OSH Committee, Proposed, A-113
- Work Related Expenses, Side Letter
- Work Schedules, 32
  - Alternatives to Normal Work Schedules, 32
  - Inability to Work Due to Inclement Weather, 34
  - Normal Work Schedules, 32
  - Part Time, Night Shift, 36
  - Restriction on Number of Consecutive Weekends Worked, 38
  - Twelve Hour Shifts, Limit on Consecutive Number Worked, 33
  
- “Z” Symbol Employees and Overtime/Compensatory Time, 43

