

Amendment #1
TO THE 2007-2010 MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY AND COUNTY OF SAN FRANCISCO AND
SEIU, LOCAL 1021 STAFF & PER DIEM NURSES

II.E. LAYOFF

200a. The City shall not effectuate any layoffs of any represented employees from date of ratification through November 15, 2009. This shall not include any displacement actions that result from layoffs effectuated in non-SEIU, Local 1021 Staff & Per Diem Nurses bargaining units.

II.F. PUBLIC HEALTH NURSE DUTIES

(SECTION II.F. Public Health Nurse Duties does not apply to P103 Per Diem Nurses)

Public Health Nurse Caseloads

202. Management is responsible for the equitable distribution of caseloads. Depending on acuity, patient needs and other factors, an appropriate caseload for full-time Public Health Nurses for Maternal Child cases could range from 20 to 40, and for adult Chronic Care cases, caseloads could range from 15 to 30. Caseloads are prorated for part-time PHNs. Management will assign new referrals taking into account acuity, distance from the PHN's office, staffing capabilities and other factors. Individual disputes arising out of the application of this policy shall be subject to the grievance procedure. Caseloads and staffing levels are suitable subjects for discussion in the Joint RN/DPH Monitoring Committee and not in the PPC. Any productivity standards or guidelines which result in a change in the number of visits or caseload distribution will only be implemented after notifying and meeting with affected Public Health Nurses. Union representatives may be present at such meetings. Additional liaison and utilization review assignments shall be factors in determining equitable caseloads.

202a. The Department of Public Health will use its best efforts to conform to published State guidelines with respect to Public Health Nurse caseloads in California Children's Services. Should a dispute arise, the Union may bring its concerns to the Labor Monitoring Committee

III.A. SCHEDULES OF COMPENSATION

247. The schedules of compensation for all represented classifications of employment subject to the provisions of Section A8.403 of the Charter shall be increased as follows:

October 6, 2007	a 2.50% increase
April 5, 2008	a 3.00% increase
October 4, 2008	a 2.00% increase
April 4, 2009	a 4.00% increase
October 3, 2009 <u>December 26, 2009</u>	a 2.00% increase
April 3, 2010	a 4.00% increase
<u>July 1, 2010</u>	<u>a 2.00% increase</u>
<u>December 25, 2010</u>	<u>a 2.00% increase</u>

III.D. ADDITIONAL COMPENSATION

New Hire Retention Bonus

259. All new employees hired on or after July 1, 2007 in Classes 2320 Registered Nurse, 2323 Clinical Nurse Specialist, 2325 Nurse Midwife, 2328 Nurse Practitioner, 2330 Anesthetist, 2340 Operating Room Nurse, and 2830 Public Health Nurse shall receive a \$7,500 bonus payable as follows: \$1250 after six months of employment, \$1250 after one year of employment, \$1250 after 18 months of employment, \$1250 after 24 months of employment, and \$2500 after 48 months of employment. The New Hire Retention Bonus shall not be considered compensation for purposes of computing retirement benefits. Nurses who convert from P103 or as-needed classifications to Permanent Civil Service classifications shall be eligible for the New Hire Retention Bonus. Nurses who have received any part of the New Hire Retention and who separate from City employment shall not be eligible for the New Hire Retention Bonus if rehired or reinstated within five (5)

~~259a. Notwithstanding the above, all new employees hired between July 1, 2009 through June 30, 2011, inclusive, shall not be eligible to receive this bonus.~~

313. 1. Charge Nurse Pay
Charge Nurses are accountable to the Nurse Manager (class 2322) or appropriate supervisor from the Nursing Department for the assumption of specific leadership responsibilities and patient care duties, as assigned. Charge Nurses shall be required to monitor, correct and report on the clinical knowledge and competency of all nursing staff, and participate in the preparation of annual performance evaluations. Completion and

execution of the performance evaluation remain the responsibility of the Nurse Managers.

314. Charge Nurses' responsibilities related to performance evaluations are not considered by the parties to be a basis to change the status of the Charge Nurse for purposes of bargaining unit representation.
315. At SFGH and LHH, such assignments shall be made for P.M., night, and weekend shifts when no management personnel is present on the unit.
316. Any registered nurse assigned to do work as a Charge Nurse for four (4) hours or more in a day shall be paid a premium of 5% of his/her base hourly rate above the base hourly rate of pay for such hours actually assigned. Effective April 4, 2009, this premium shall increase to 7.5%. **Notwithstanding the above, the Charge Nurse premium shall be 5% for the period July 1, 2009 through June 30, 2010.**
317. Public Health Nurses who are assigned to be Nurse of the Day shall receive Charge Nurse Pay.
318. The *Health at Home* Registered Nurse designated as "primary nurse" on weekend days shall be paid the Charge Nurse Premium.

Preceptor Premium

- 326a. Preceptorship is an organized instructional program in which designated members of the existing RN staff facilitate the integration of newly employed or reassigned clinical RNs to their role and responsibilities in the assigned work setting. Preceptorship programs entail a complete process of assessment and evaluation of the newly hired staff's competency.**
- 326b. A preceptor is an experienced and competent clinical RN who functions and serves as a role model and resource person to the preceptee.**
- 326c. A nurse who moves into a new clinical position who requires acquisition of nursing knowledge and/or skills will be assigned a preceptor. The scope and duration of the training and preceptorship will be determined by the Nurse Manager according to the preceptee's individual needs.**
327. Nurses who are designated by the Department of Public Health as a Preceptor, assigned to train ~~health care professionals~~ **nurses, or any other RN clinician who takes responsibility for the preceptee's training during clinical time,** shall be paid a five percent (5%) Preceptor premium in addition to their base pay for any hours worked during which they are assigned to perform such duties. Effective December 27, 2008, this premium shall increase to 7.5%.

327a. Notwithstanding the above, the preceptor premium shall be 5% for the period July 1, 2009 through June 30, 2011.

III.T. CHILDCARE

464. In order to ensure enhanced recruitment and retention of hospital staff and to make child care more accessible and affordable to all hospital and City employees, the City will set aside \$100,000 on July 1, 1989 and \$100,000 on subsequent anniversary dates for the term of this MOU (such funds to be cumulative) to be spent on a permanent child care project for DPH employees to be developed in coordination with the City-wide Joint Child Care Committee and the Mayor's Office on Child Care, including management and Union members for the hospitals and the Department of Public Health. Effective July 1, 2003, the monies that have been set aside for childcare from July 1, 1989 through June 30, 2003 shall be returned to the general fund and used to fund wage improvements agreed to by the parties from July 1, 2003 through June 30, 2005. Commencing July 1, 2003, subsequent monies set aside for childcare and not spent shall immediately be placed in an interest bearing account. The principal and interest shall be available to be spent for the permanent childcare project.

464a. Notwithstanding the above, the parties have agreed in May, 2009 that all monies that have been and will be set aside for childcare from July 1, 2003 through June 30, 2011 shall be returned to the general fund. Thereafter, subsequent monies set aside for child care and not spent shall be handled as provided in the foregoing paragraph.

III.V. REQUESTS FOR REASSIGNMENTS

(SECTION III.V. Requests for Reassignments does not apply to P103 Per Diem Nurses)

480. Registered Nurse vacancies in covered classifications shall be posted on designated bulletin boards at each work site and on the Department of Public Health's Nursing Vacancy Hotline, in order to provide information on current vacancies for which the Department is recruiting. The postings shall be a summary of vacant positions, which will include job title, location, qualifications and contact person.

481. Permanent Registered Nurses may at any time request reassignment to another vacant position in their job classification. Registered Nurses requesting reassignment to another position must meet the qualifications for the position and the criteria for selection. In cases where applicants possess equal qualifications, based on selection criteria, seniority shall apply.

482. Permanent Registered Nurses employed at Human Services Agency may, at any time, request reassignment to another vacant position, including positions in the

Department of Public Health, in their job classification. Permanent Registered Nurses employed at the Department of Public Health may also, at any time, request reassignment to Human Services Agency's vacant positions in their job classification.

483. Per Diem Nurses may apply for permanent staff nurse appointments to available vacancies, provided they meet the qualifications for the position and the criteria for selection. Per Diem Nurses must pass the Civil Service examination and attain eligibility on an eligible list in order to receive a permanent appointment.
484. When filling vacant nursing positions, the City agrees to give first priority to permanent Registered Nurses requesting reassignment, and second priority to Per Diem Nurses applying for permanent appointment, subject to the job qualifications and selection criteria described above. The City agrees to retrain permanent Registered Nurses who request and who are accepted for reassignment.
485. The Department of Public Health Monitoring Committee shall review and make recommendations on matters concerning inter/intradepartmental reassignments. This review shall include a quarterly summary of position vacancy announcements on the Hotline.
486. Temporary reassignments may be made pending permanent assignments in order to provide proper care.
487. This provision does not supersede the provisions of Seniority and Shift Assignment/Staff Nurses.
488. At San Francisco General Hospital, the bulletin board will be in close proximity to the hospital cafeteria. At Laguna Honda Hospital, the bulletin board will be in close proximity to the Nursing Office. At all other facilities, the location of the bulletin board will be accessible to all nursing staff.

Reassignments Due to Position Elimination

- 488a. If the Department of Public Health eliminates bargaining unit positions, the Department shall notify the Union and offer to meet to review the list of vacant positions with approved requisitions, and to discuss the mechanism by which nurses will be assigned. If there is no agreement, an appeal may be made to the DPH Human Resources Director.**
- 488b. Reassigned Nurses must meet the qualification and criteria for selection to the position to which reassigned, or the relevant training program.**
- 488c. Any reassigned Nurse shall be entitled to a reasonable orientation and/or preceptorship period, which will be determined by the Department and Nurse's qualifications.**
- 488d. During the first four (4) months of the first reassignment, if the Nurse determines that the placement is unsuccessful, the Nurse will have the one-**

time option to submit a request for another reassignment from the available vacancy list. This provision is not intended to limit the Department's right to reassign.

488e. Subject to operational needs, the Department agrees to make reasonable efforts to accommodate nurses who work part-time schedules.

488f. Any nurse who is designated for layoff or reassignment may request to maintain a P103 or as-needed position in her/his original work location, and shall be considered for P103 or as-needed work as available, per Section III.K (1) of the MOU.

488g. For informational purposes only, the Civil Service Commission Rules provide that a permanent employee in a promotive classification, who is subject to layoff and has no reinstatement rights to an underlying classification, may request "a deemed promotive" appointment to a classification for which she/he is qualified and in which there are vacancies. Upon recommendation of the Director of the Department of Human Resources, the request will be forwarded to the Civil Service Commission for action. This procedure is within the exclusive jurisdiction of the Civil Service Commission.

488h. The provisions of the Reassignment due to Position Elimination section are not subject to the Grievance Procedure.

III.X. STAFF NURSE EXPENSES ALLOWANCE FOR DEPT OF PUBLIC HEALTH EMPLOYEES

1. Staff Nurses

492. Registered Nurses, excluding "as needed" nurses, shall be paid an annual Staff Nurse allowance for job-related expenses of two hundred fifty dollars (\$250.00) no later than December 1 of each year. Nurses must have worked since March 1st of the year for which the allowance is to be paid to be eligible for the Staff Nurse allowance on December 1.

2. Per Diem Nurses

493. *Per diem nurses shall have access to scrub uniforms in those clinical areas where they are available to staff nurses.*

III.CC. REVENUE MEASURE

506a. The City and SEIU are committed to working with other stakeholders, including labor organizations, non-profit agencies, and community and

business representatives, to develop and support revenue measure(s) on the November, 2009 ballot. Upon the Union's request, the parties shall begin meeting between November 3, 2009 and November 10, 2009 to discuss the impact, if any, of the passage or failure of these revenue measure(s).

506b. The Revenue Measure provision shall not be subject to the Grievance Procedure.

ARTICLE IV. TRAINING AND CAREER DEVELOPMENT

IV.A. EDUCATIONAL OPPORTUNITIES

8. Pilot Nursing Education Fund

541. The City agrees to fund \$50,000 in each fiscal year, 2008-2009, and 2009-2010, and 2010-2011, to create a Pilot Nursing Education Program. The Union and the Nursing Leadership Council shall designate two (2) representatives each to meet during fiscal year 2007-2008 to discuss criteria and administration of this pilot program. Unused funds shall not be carried forward to the next fiscal year. This program will sunset on June 30, ~~2010~~ 2011, unless mutually extended by the parties.

~~588. 4P Detox Fixed staffing standard will be: one (1) RN and one (1) LVN/LPT for 7:00 a.m. 7:30 p.m. and 7:00 p.m. 7:30 a.m.~~

V.D. HEALTH AND SAFETY

Safe Patient Handling and Movement Policy

704. The Department shall implement Nursing Policy 1.1, "Safe Patient Handling" for all inpatient units at San Francisco General Hospital by July 1, 2007. Included in the Safe Patient Handling and Movement Program, four (4) permanent Patient Handling Specialists (formerly referred to as the "Lift team") shall be proficient in the use of mechanical lifting equipment and devices, available as a resource to assist staff and to provide consultation to staff in safe patient handling techniques, participate in training staff, and monitor the lifting equipment and devices to ensure that the equipment/devices are properly cleaned and maintained. In addition four (4) as needed Patient Handling Specialists will be available until such time that the parties mutually determine that staff training is completed and adequate equipment is available. ~~Regular reports on the progress of this program shall be made~~ Ongoing compliance data concerning safe patient handling specialists will be reported to the SFGH and Citywide Monitoring Committee. The Department and Union will form an SFGH Safe Patient Handling Committee to monitor the progress of the program.

VI.E. DURATION

743. This ~~The original term of the MOU shall be in effect from July 1, 2007 through and inclusive of June 30, 2010~~ **MOU was amended and extended in May, 2009, and will expire June 30, 2011.** The parties agree that each will make every good faith effort to conclude a successor agreement on or before the expiration date noted.

FOR THE CITY AND COUNTY OF
SAN FRANCISCO

FOR THE UNION

Mary Hao
Chief Negotiator

Ed Warshauer
Chief Negotiator
SEIU, Local 1021

Martin R. Gran
Employee Relations Director

Micki Callahan
Human Resources Director

APPROVED AS TO FORM:
DENNIS J. HERRERA,
CITY ATTORNEY

Elizabeth Salvesson
Chief Labor Attorney

DRAFT

May 28, 2009

Ms. Mary Hao, Employee Relations Division
Department of Human Resources
City and County of San Francisco
1 Van Ness St
San Francisco, CA

Re: SEIU Local 1021 RN Discussions

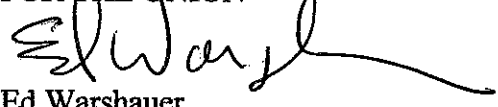
Dear Mary:

This confirms some understandings reached during the our discussions:

1. The parties will arrange a meeting between the union, management, and HR representatives, upon request, regarding weekend scheduling at the SFGH Emergency Department. At least two weeks prior to such meeting, the union will identify the issues and submit to the DPH Director of Human Resources, and then the parties will determine the appropriate resolution process.
2. The parties will arrange a meeting between the union, management, and HR representatives, upon request, regarding the conversion of temporary and/or as-needed nurses to permanent civil service. At least two weeks prior to such meeting, the union will identify the issues and submit to the DPH Director of Human Resources, and then the parties will determine the appropriate resolution process.
3. The parties have agreed to a meeting between the union, management, and HR with Nurse Practitioners on June 18, 1pm - 3 pm, to discuss NP supervision, evaluation, and chain of command.
4. The parties have agreed to a meeting between the union, management, and HR on June 18, 10 am - 12 pm, at the SFGH RN/DPH Labor Monitoring Committee to discuss RN overtime, breaks, and direct patient care resources.

5. *The city agrees to provide a letter re the SFGH childcare center.*
Thanks in advance for your assistance in processing the above outlined issues.

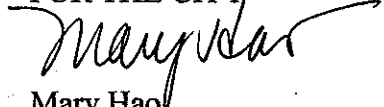
FOR THE UNION



Ed Warshauer
SEIU 1021

Date: 5/28/09

FOR THE CITY



Mary Hao
Employee Relations Division, CCSF

Date: 5/28/09



Susan A. Currin, RN, MS
Chief Executive Officer

Gavin Newsom
Mayor

June 4, 2009

Ed Warshauer
Chief Negotiator, SEIU Local 1021 Staff & Per Diem Nurses
350 Rhode Island
San Francisco, CA 94110

Dear Ed:

Re: Child Care Center

This letter is to confirm the City and Department of Public Health's commitment that SFGH Administration will designate space on the hospital campus for the operation of a child care center, and this will be included in future SFGH Space Planning. The availability of this space will be concurrent with the relocation of programs from the current hospital building into the new building.

Sincerely,

Sue Currin, RN, MS
SFGH Chief Executive Officer

cc: Sharon Wicher
Kathy Jung

Accepted and Agreed FOR THE UNION

Ed Warshauer, Chief Negotiator
SEIU Local 1021 Staff and Per Diem Nurses

cc: Mary Hao, Chief Negotiator City and County of San Francisco
Micki Callahan, Director of Human Resources, City and County of San Francisco