

4/14/23
@ 4:59 p.m.

Negotiations between Service Employee International Union, Local 521 and
County of Santa Clara
Opening Proposal
Public Health Nurse Unit Table

DATE: 4/14/23
TIME: _____

C.1	REALIGNMENTS	OPEN
C.8	EDUCATION/LICENSURE MAINTENANCE PROVISIONS	SEE ATTACHED
C.11	SPECIAL ASSIGNMENTS	SEE ATTACHED
C.17	STATE OR NATIONAL CERTIFICATION PAY	SEE ATTACHED
C.19	*NEW* PRECEPTOR PAY	SEE ATTACHED

ALL OTHER ARTICLES NOT SPECIFICALLY MENTIONED ABOVE WILL BE NEGOTIATED AT A LATER DATE OR
WILL REMAIN AS UNION'S POSITION IN IT'S INITIAL PROPOSAL, NO CHANGE OR HAVE BEEN T.A.'D. UNION RESERVES
THE RIGHT TO MODIFY AND/OR AMEND IT'S PROPOSALS.

PHN Union Proposal – 4/14/23

C.8– Educational/Licensure Maintenance Provisions

a. Continuing Education Leave

1. The County agrees to provide time without loss of compensation and benefits for workers within the Public Health Nursing Unit to participate in educational courses, seminars, in-service training, workshops, and courses taken for certifications and credentials provided ~~they are it is~~ needed in order to maintain licensure ~~and certifications and is clearly identified as needed for maintenance of licensure~~. Time off will be made available, provided that the required work is covered.
2. For the purpose of providing time without loss of compensation and benefits, workers in the PHN Unit will ~~only~~ be provided with ~~enough~~ paid time off, up to a maximum of five (5) days, inclusive of travel time, required to fulfill the continuing education units needed for maintenance of licensure, certifications and staff development needs that benefit the County of Santa Clara. Such paid time off shall be provided every calendar year for all PHN's in the unit. -by the State of California every two years. If the worker is requesting more educational leave than needed to meet the State of California requirement for maintenance of licensure, vacation, personal time, compensatory time or leave without pay must be used.
3. Participation in the Public Health Nursing Unit Education/Licensure Maintenance Provisions shall not alter the nurses' right to benefits included in the Educational Leave and Tuition Reimbursement under Section 12.9 of the Master Agreement.

b. Maintenance of Licensure Fund

1. The County will fund, on a matching basis, twenty-five thousand dollars (\$25,000) over the contract period for continuing education. This amount is over and above the tuition reimbursement fund in the master agreement.
2. Funding shall include, but not be limited to, reimbursement for related expenses such as travel, lodging, and meals, in accordance with County policy.
3. Funding for tuition and books will be on a one hundred percent (100%) basis. Funding for related expenses in C.8

(b) (2) will be on a matching basis: fifty percent (50%) by the County and fifty percent (50%) by the worker, up to a total draw per worker of six hundred seventy-five dollars (\$675) per two-year licensure period.

4. The Department will be responsible for administering the funds. A financial statement reflecting the status of the fund will be forwarded to the Union semi-annually each fiscal year thereafter.
5. Reimbursement forms will be available in all offices. Reimbursement monies will be included in the workers regular pay check.

Note: Workers interested in accessing the fund must fill out the "PHN Educational/Licensure Maintenance Provisions Request for Reimbursement".

c. Requests for Continuing Education Leave and/or Reimbursement

1. Requests for continuing education leave and/or reimbursement will include a copy of the announcement with information about the course. If an announcement is not available for the course, details in the written application for PHN Educational/Licensure Maintenance Provisions shall include but not limited to the course(s), institute, hours, and the number of CEUs credited to maintenance of licensure.
2. Requests for continuing education leave and/or reimbursement must be received by the worker's immediate supervisor no less than twenty (20) working days prior to the requested date of continuing education leave and/or commencement of course requested for reimbursement. At least ten (10) working days prior to the commencement of the continuing education leave date and/or commencement of course requested for reimbursement, the worker's immediate supervisor shall respond in writing to the nurse. When notification of a need for continuing education leave and/or reimbursement for a course is received less than twenty (20) working days prior to the date requested for continuing education leave and/or commencement of course requested for reimbursement, the worker's direct supervisor may consider approval based on operational needs.
3. In all instances set forth above, the continuing education leave and/or reimbursement requests shall be subject to approval by the worker's direct supervisor. Such requests

shall not unduly interfere with staffing requirements of the Department or duplicate comparable training offered by the Department. The Department agrees that it shall not unreasonably withhold approval. If denied, the reason for denial will be stated by the Department.

4. Written proof of attendance may be requested by the Department.

PHN Union Proposal – 4/14/23

C.11 - Special Assignments

- a) **Policy**

It shall be the policy of the Deputy Director of Public Health, Nursing Services to consider all Public Health Nurses I/II when making an assignment that falls within the definition and scope of a special assignment.
- b) **Definition of Special Assignment**

A special assignment is a project, Community Based Organization grant funded program, educational opportunity, or activity, that is designed and approved as a special assignment by the Deputy Director of Public Health, Nursing Services within the level of responsibility performed by a Public Health Nurse I/II, and requires the selection of an individual(s). A special assignment is one that has County-wide impact and/or has a broad program base (i.e., Communicable Disease).
- c) A special assignment may be initiated and/or requested by: the community; County or other agency; Public Health Administration; Public Health Medical Services; project grant proposals; PHN staff members; government agencies; consumers. (Refer to C.11 b) Special assignments are voluntary.
- d) **Procedure for Notifying Nurses of Special Assignments**
 1. Public Health Administration shall notify all PHN staff via County e-mail.
 2. The notification will include the following:
 - a. Identification that is a Special Assignment.
 - b. Length of assignment with approximate starting/ending dates, if known.
 - c. A brief description of the assignment.
 - d. List of criteria for staff to consider when making application.
 - e. Application deadline.
 3. The posting period will be a minimum of ten (10) work days from the date all PHN staff are notified via County e-mail.
 4. Nurses who are interested will, submit an e-mail declaring their interest to the appropriate manager of said special

assignment within ten (10) working days of the e-mail notification by the County. The appropriate manager will acknowledge receipt of the e-mail declaring interest in the special assignment.

5. Public Health Administration will notify all applicants and their manager of the PHN selected for the special assignment within ten (10) work days after selection has been made. All efforts shall be made to seek volunteers first before Public Health Administration mandates a special assignment. PHN shall have a right to refuse a special assignment.

e) Special assignments may be made for up to ~~fifty-two (52)~~ thirteen (13) pay periods. Assignments continuing beyond ~~fifty-two (52)~~ thirteen (13) pay periods will be reopened using the above notification procedure, ~~six (6)~~ three (3) pay periods prior to the end of the ~~fifty-two (52)~~ thirteen (13) pay periods.

f) Public Health Administration may not comply with the above special assignment procedure in documented cases when a ten (10) day notification period may not be practicable. In such cases, documentation shall consist of the information regarding the special assignment submitted to Public Health Administration by the party requesting the special assignment and shall be available for review at the Public Health Administration Office when reasonable advance notice is given.

1. The Public Health Nurse selected will be responsible to her/his supervisor for arranging hours.
2. The Public Health Nurse selected will be responsible to a Public Health Nurse Manager I/II with the program responsibility for sharing information, identifying problems and problem solving as they relate to the Special Assignment. Ten (10) working days notification shall be given to respective worksites.

g) Special Assignments shall be rotated as equally as practicable. In the event that a rotation is not possible, a PHN shall be provided with a reason for non-selection upon request of the PHN.

g)h) PHN I/II selected for a special assignments shall be paid a five percent (5%) differential in addition to normal salary rate for the duration of the assignment.

PHN Union Proposal – 4/14/23

C.17 – State or National Certification Pay

Annual compensation of two hundred fifty dollars (\$250.00) per certification and up to a maximum of two (2) certifications, may be issued to a coded worker in the Public Health Nursing Unit who is certified or recertified in a specialty that is applicable to her/his current area of practice in the Public Health Department. Each coded worker in the Public Health Nursing Unit may apply for State or National Certification Pay provided:

- a. The certification is clinically relevant to the worker's current area of practice in the Public Health Department and will enhance the worker's knowledge base and skill in providing expert care to Public Health Department clients.
- b. The certification is issued by a state or nationally recognized accrediting agency and applicable to current area of practice in the Public Health Department.
- c. Certification that is required by the California Board of Registered Nursing (BRN) to meet certification or recertification requirements as a Public Health Nurse shall not qualify for State or National Certification Pay

Verification of successful completion of such certification or recertification must be submitted during the month of April to receive State or National Certification Pay.

PHN TABLE UNION PROPOSAL – 4/14/23

NEW C.19 - Preceptor Pay Differential

1. Preceptor differential of two dollars and twenty-five (\$2.25) per hour will be paid to a Public Health Nurse or Public Health Nurse Specialist with established preceptor competencies and only on the hours they are assigned to precept. Precepting includes training/teaching nurses who:

- Change specialty or transfer into a new specialty;
- New graduate nurses and interim permittees;
- Nursing students in their internships/externships.

2. For the purposes of this section, a preceptor is a Public Health Nurse II/III or Public Health Nurse Specialist assigned to function as a role model, teacher, and evaluator for a specific nurse. The preceptor role is voluntary and will be assigned equitably to all unit workers. A Public Health Nurse II/III or Public Health Nurse Specialist accepting assignment as a preceptor agrees to the role, duties, and responsibilities outlined in the role description for a preceptor.

3. To be eligible for this differential, a preceptor must have been assigned in writing by the preceptor's manager or designee pursuant to this Section.

4. Effective January 2024, a preceptor must also have successfully completed the preceptor training program and preceptor competencies. The structure, objectives, and content of the formalized training program and the amount of formalized training shall be determined by the Public Health Department in collaboration with the Union. No Public Health Nurse II/III or Public Health Nurse Specialist shall be assigned preceptor duties prior to completing this training program. Current Public Health Nurse II/III or Public Health Nurse Specialist performing preceptor duties shall receive the Preceptor pay.

