ARTICLE 18
PROFESSIONAL STAFF DEVELOPMENT

1. Continuing Education (Upon Completion of Initial Trial Service Period):
   A. Nurse Practitioners and Physician Assistant
      1. Requirements
         Each Nurse Practitioner and Physician Assistant will participate in at least, forty (40) hours per year of accredited continuing education activities which are directly related to the employee’s responsibilities. Records of participation should be submitted at each annual performance evaluation.

   2. Education Expenses
      a. Allocations of bargaining unit travel and training will be determined annually through the budgetary process. Allocation for Nurse Practitioner and Physician Assistant will be equivalent to Physicians. The maximum annual allotment will be proportional to budgeted FTE. The County and Association agree that for purposes of this provision that an .8 FTE or higher is equivalent to a 1.0 FTE.

         b. Tuition, travel, meals and lodging, certification examination fees, books, journal subscriptions and home study courses are all reimbursable expenses. Books and journals purchased through travel and training funds are the property of Multnomah County and must remain at the worksite for the use of all staff members.

         c. Requests for disbursement and/or reimbursement of funds will be submitted for approval to the employee’s manager or their designee on the appropriate form.

   3. Time Off Requests
      a. Employee requests will be considered timely if submitted to their manager six (6) weeks prior to the anticipated leave to allow for scheduling. Six (6) week deadline will be waived for units returning from limited duration layoff. Requests submitted after the six (6) week deadline may be approved at the discretion of the
manager. Employees will note leave on their TAR. Managers and employees will be responsible for tracking paid leave.

   b. If multiple persons request the same dates off, all involved parties will negotiate which requests take priority based on protocols established at each work site.

4. **Paid Leave for Educational Activities**

   a. Each 1.0 FTE will receive up to five (5) working days per year of paid leave for approved CE activities. Employees may receive additional hours at the manager’s discretion. Part-time employees shall receive a prorated amount of paid leave (see below).

   b. Employees working less than 1.0 FTE cannot accumulate paid leave in any given week in excess of their regularly scheduled days that week. In any given week the total number of paid days spent performing regular duties plus paid days on CE leave must equal the total number of regularly scheduled days that week. In other words, employees are paid for their regularly scheduled days that week regardless of how they split their time between clinic and conference.

   c. Employees attending conferences on days they do not normally work may take leave from their regularly scheduled days that same week (flex time). Any such flex time must be taken the same week. It cannot be saved up to be taken at a later time. **If an employee is approved to attend a conference on their regularly scheduled days off, and is unable to flex, they will not be eligible for two (2) times their normal hourly rate of pay for having worked on their second, third, etc. day of rest as described in Article 16, Section 4.B.**

   d. The Health Department will make a reasonable effort to support employee attendance at conferences, other educational leave time and County sponsored activities.

   e. Employees will be responsible for accurate entry of time off as “educational leave” on their time sheet. Managers may ask for documentation of attendance if desired.
FTE | CE Required/yr | Paid Leave/yr
---|---------------|---------------
.5 | 5 days        | 2.5 days      
.6 | 5 days        | 3 days        
.7 | 5 days        | 3.5 days      
.8 | 5 days        | 5 days        
.9 | 5 days        | 5 days        
1.0| 5 days        | 5 days        

B. Community Health Nurse and Licensed Community Practical Nurses

1. **Eligibility**
   
   Each Community Health Nurse and Licensed Community Practical Nurse will be eligible to take up to twenty-four (24) hours paid leave per year (twelve (12) hours *prorated by FTE* for part-time employees) for education activities which are directly related to the employee’s responsibilities.

   CHNs and LPNs, with advance manager approval, may attend a job-related conference per fiscal year with reasonable expenses reimbursed by the County. Each division may adopt its own procedures for the submission and approval of such requests.

2. **Time Off Requests and Coding**

   a. Employee requests will be considered timely if submitted to their manager six (6) weeks prior to the anticipated leave to allow for scheduling. Six (6) week deadline will be waived for units returning from limited duration layoff. Requests submitted after the six-(6) week deadline may be approved at the discretion of the manager. Employees will *note code leave* **taken in Workday** on their TAR. Managers and employees will be responsible for tracking paid leave.

   b. If multiple persons request the same dates off, all involved parties will negotiate which requests take priority based on *fair and equitable* protocols established at each work site.

2. **Unpaid Educational Leave**

   A. After completing one (1) year of service, an employee upon request may be granted a leave of absence without pay for educational purposes at an accredited school when it is related to his or her employment. The period of such leave of absence shall not
exceed one (1) year, but it may be renewed or extended upon the request of the employee when necessary.

B. One (1) year leaves of absence for educational purposes, including any requested extension, shall not be granted more than once in any three (3) year period.

3. **Tuition Reimbursement**
   
   A. The County will reimburse an employee for the cost of tuition for any course of study taken on the employee's own time which, in the County's judgment, is related to the employee's position and will result in improved performance, subject to the County's budgetary limitations and priorities. Preference will be given to reimburse any nurse for courses that are:

   1. Required as a prerequisite to enroll in a BSN or MSN program, or;
   2. Required as a part of the nurse's current enrollment in a BSN or MSN program. Employees shall apply for approval of the request for reimbursement at least five (5) days prior to the proposed enrollment. If approved prior to enrollment, the County will make reimbursement within thirty (30) days after proof of satisfactory completion of the course.
   3. Required for moving from a Licensed Community Practical Nurse to a Registered Nurse/Community Health Nurse.
   4. All other courses required as a part of maintaining a required license for the employee's position that are not covered by the education expenses allotments in Section 1.A.2.a. of this article.

B. In addition, employees who have been granted leaves of absence with or without pay for educational purposes to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability, will have the cost of registration and/or incidental expenses paid by the County upon prior approval of the Department head. Priorities for expenditures of any funds under this section shall be established by the County by considering together under the same criteria all pending requests for such funding made by bargaining unit members.
4. **In-Service Classes**

   **A.** In-service classes will continue to be offered and regularly scheduled to meet the dynamic needs of the department, the community and employees working in various positions throughout the County. Attendance may be required for a particular classification or individual employee. Some attendance may be optional. All in-service classes will be paid at the employee’s regular rate of pay unless the training takes place at a time assigned a shift differential. Then the employee will be paid at the rate paid for the shift in which the training takes place. The annual needs assessment with bargaining unit members and work teams will be conducted for clinical and practice educational needs.

   **B.** In an effort to improve the presentation and content of regularly scheduled in-services classes, and upon request by the Association, department representative(s) will consult with Association representative(s) regarding in-service courses presentation and content.

5. **Licensing Fees**

   The County shall pay bargaining unit members’ Oregon State Nursing Board (OSBN) Licensure Fees for active licenses and allow employees to complete the licensure renewal requirement on County paid time.