ONA Proposal April 12, 2021

Workday Payroll Proposal

The County will be responsible for adjusting nurses’ schedules in the Workday payroll system in a timely manner. This includes adding/ removing premiums, changing job classifications/ transfers and anything else that could potentially cause the ONA worker to be overpaid or underpaid. Management personnel will monitor Workday on a weekly basis. Audits will be done when the errors are discovered weekly.

The County will be responsible for requesting repayment from the ONA worker no more than 30 days from the payroll occurrence. If the error is discovered beyond the 30- day window, the County will not be able to request repayment from the ONA worker.
ONA Proposal April 12, 2021

Hardship Bonus for 2020- Memorandum of Understanding

The County will provide a one-time lump sum recognition bonus to be awarded to ONA represented staff if they were paid for a minimum of 200 worked hours in 2020 and are actively employed on March 11, 2021. The bonus amount is:

a) For those who worked 200- 1000 hours in 2020- $500
b) For those who worked 1001- 1500 hours in 2020- $1000
c) For those who worked 1501 or more hours in 2020- $1500.
1. Nurse Practitioners (NPs) and Physician’s Assistants (PAs) will be scheduled an average of no more than two and one-quarter (2.25) patients per hour with the average spread across a single workday. (For example, an NP/PA working an eight [8] hour shift will be scheduled for eighteen [18] visits, minus the block noted in section G.) To meet patient care goals, an NP or PA may choose to add additional patient visits at their discretion, which would not be counted towards the limits above. For the purpose of this section, one (1) office visit will count as one (1) visit, one (1) telephone visit will count a half (.5) visit.

2. NPs and PAs will have one (1) hour a day of non-patient time for administrative duties. This time will not be counted toward patients per hour.

3. When an NP or PA is covering for the in-basket of another provider they will be blocked for two (2) patient blocks for every provider in-basket covered per day, in order to provide said coverage.

4. NP and PA’s will be assigned a panel of patients for which they are responsible for clinical care. 100% patient panel for 1.0 FTE is defined as 1,220 patients with a visit in the past year and is pro-rated for FTE on a monthly basis. For each 5% over 109% patient panel, one patient visit will be blocked to accommodate the greater demand for paperwork and patient care questions outside of medical visits. (For example, an NP or PA assigned with 1,464 patients with a 1.0 FTE would be blocked for two [2] office visit per eight (8) hour day of clinic work.)
Promoting a Safe and Inclusive Workplace

The County will not tolerate discrimination, harassment, abuse of authority, or bullying of employees by fellow employees, management personnel or clients/patients.

Furthermore, the County absolutely prohibits retaliation against any person who, in good faith, reports a possible violation of the County’s “Discrimination and Harassment Free Workplace” policy or participates in an investigation into such behavior.

Discrimination or harassment can range from extreme behaviors, including violence, threats, race-based harassment, or physical touching, to less obvious acts like ridiculing, teasing, repeatedly bothering individuals, or offering opportunities to one individual but not another based on a protected characteristic. Examples of harassment include, but are not limited to actions such as the use of epithets, slurs, ‘cyberbullying or cyber harassment, negative stereotyping, microaggressions, derogatory or insensitive jokes, pranks, or comments; or threatening, intimidating or hostile acts that relate to any of the above protected categories. It also includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Harassment may also include written or graphic materials that show hostility toward an individual or group based on protected characteristics, whether that material is sent by email, mailed to employee’s homes, placed on walls, bulletin boards, computer screens or other devices, or placed elsewhere on the premises or
circulated in the workplace. Unwelcome conduct constitutes harassment if:

a) It has the purpose or effect of unreasonably interfering with an individual's work performance;

b) Creates an intimidating, hostile, unwelcoming, or offensive working environment; or

c) Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.

This policy against harassment is intended to protect all employees.

This policy applies while working or part of a work assignment, at work-related or sponsored functions, and while traveling on work-related business, whether on or off Organization premises. All employees must be expected to abide by the policy with respect to their own conduct, whether interacting with the Organization employees or others. Toxic behavior, whether verbal, non-verbal or written, includes various activities that can create a pattern of counterproductive work behaviors that debilitate individuals, teams, and whole organizations over the long term.

The County will take swift action when a complaint is submitted. An investigation will begin within ten business days from the receipt date. The County will work diligently to cease the alleged abuse by addressing the gravity of the situation with the accused regardless of whether the violator is a County employee or client/patient.