ARTICLE 21 - STAFF DEVELOPMENT

21.1 Orientation. All newly hired nurses will be provided a general orientation and an appropriate orientation to their assigned patient care area. A nurse will not be counted in the staffing complement of a unit if the nurse is working under the oversight of a preceptor.

21.1.1 When assigned to an alternate patient care area, each nurse shall be provided additional orientation to prepare her/him to the area or assignment. Such orientation is to be in accordance with a specific plan designed for that patient care area. Such an overall plan may be modified for a specific nurse in accordance with the nurse’s educational background and work experience.

21.2 In-Service Education. The Employer will continue its practice of making in-service education available to nurses on all shifts on a regular basis. Training for employees may be conducted both during and outside an employee’s work schedule. Overtime rules shall apply where the employee’s attendance is required by the Employer and the sessions involve time outside the employee’s work schedule.

21.3 Staff Development Opportunities. The Employer has a responsibility to provide information about developmental opportunities to staff. Such opportunities may include, but are not limited to, temporary positions, special assignments, in-unit educational opportunities and charge nurse opportunities. Staff development opportunities must be posted on communicated to the unit for a minimum of seven (7) calendar days and will be distributed to all nurses on the unit in a clearly labeled electronic message.

21.4 Staff Development Fund. Managers will make every reasonable effort to grant time off for the purpose of improving or upgrading individual skills, professional abilities, or enhancing the profession. A Staff Development Fund will be established each fiscal year on the basis of the formula of $275.00 per FTE. A separate Resource Nurse Staff Development Fund will be established each fiscal year by (1) dividing all resource nurse hours worked in the prior fiscal year by 2,080 and (2) multiplying that figure by $275. Employer-required education will not be paid for out of Staff Development Funds, and will be in addition to benefits provided in this section. The Employer shall provide a monthly accounting of all requests, funds utilized, and funds available.

21.4.1 Distribution. The annual amount designated will be distributed to each appropriate group of employees as determined by the Professional Nursing Care Committee (PNCC). The UBNPC chairs of the identified groupings will meet at the start of each fiscal year and jointly determine the manner of distribution of funds within their group.

21.4.2 Expenditure of funds. Registration to conferences and other expenses shall be provided subject to the availability of funds. UBNPC’s will be responsible for establishing guidelines for expenditure of funds and approving requests for staff development purposes. The PNCC has the right to request from a UBNPC the
methodology for expenditure of its staff development funds and to evaluate and recommend to the UB NPC alterations to its plan. The PNCC will determine the eligibility and manner of distribution of the Resource Nurse Staff Development Fund among resource nurses.

21.4.3 **Unexpended funds.** The PNCC shall have the responsibility to reallocate all such unexpended funds in lieu of any rollover of such funds on or after June 1 in a manner they deem appropriate consistent with the purpose of the Fund, including the availability of funds to nurses who make requests throughout the fiscal year and resource nurses who have worked the equivalent of .5 FTE or greater during the fiscal year. **There will not be any rollover of unexpended funds from one fiscal year to another.**

21.5 **Staff Development Educational Leave Hours.** Educational leave will be limited to a maximum of sixteen (16) **twenty-four (24)** hours per benefited registered nurse per fiscal year, except that an additional 1400 **1600** educational hours may be devoted to the Employer granting nurses on a discretionary basis up to sixteen (16) **twenty-four (24)** additional hours for attendance at a professional conference in the area of the nurse’s specialty. These educational leave hours will be jointly administered by the PNCC and the nursing education department. Resource nurses who have worked a minimum of 1,040 hours in the immediately preceding fiscal year shall be eligible to participate in a separate pool of **eight hundred (800) one thousand (1000)** educational hours per fiscal year. Educational leave will be granted in accordance with operational need, consistent with the provisions in Section 13.1.

21.6 **Certification Pay.** Employees who have a current American Nurses’ Association (ANA) or national nursing organization certification on file with the Employer, and whose certification is relevant to the nurse’s current area of practice, will receive an annual certification bonus. Relevancy, if in question, shall be determined by the Chief Nurse Executive (CNE) and the Professional Nursing Care Committee (PNCC). Employees who have a current non nursing certification approved by the CNE and the PNCC will also be eligible to receive the annual certification bonus. A lump sum amount of **two thousand two hundred dollars ($2,200) three thousand dollars ($3,000)** will be paid annually in pay period twenty-four (24) to eligible employees of 2021 for such certification, which lump sum amount will increase to two thousand five hundred ($2,500) dollars in 2022 and remain that amount every year thereafter. Nurses who are absent from work on worker’s compensation shall receive their bonus upon their return to their full FTE or their separation from employment.

21.6.1 **Eligibility.** Eligible employees include nurses employed at .5 FTE or above and resource nurses who have worked a minimum of 1,040 hours in the immediately preceding fiscal year. To receive the bonus, employees must be on the payroll at least thirty (30) days prior to the commencement of pay period twenty-four (24) as well as at the end of pay period 24, and must have submitted verification of their certification to their manager prior to the commencement of pay period 24. The effective date of the certificate will determine the year in which the bonus will be paid (i.e., if the effective date is after the commencement of pay period twenty-four (24), the bonus will be paid the following year). Only one professional certification will be compensated per nurse.
21.6.2 **Reimbursement of certification or recertification fee.** Employees will be eligible for the reimbursement of their certification or recertification fee (whether as a result of examination or earned CEUs) if they

1. complete the certification or recertification while employed at OHSU;

2. provide documentation of certification or recertification. If membership in the certifying nursing organization plus the certification or recertification fee is less than a non-member certification or recertification fee, the Employer may pay the lower amount.

If the professional certification does not have a free take/fail safe program for certification, OHSU will reimburse funding for one failed attempt.

21.6.3 **Approved certifications.** The Professional Nursing Care Committee (PNCC) will be responsible for maintaining a current list of approved certifications. Such list must be submitted by August 1st of each year. Recommendations for additions or deletions to this list will be forwarded to the Chief Nurse Executive for approval. A nurse will be eligible for the certification bonus with their existing certification for no more than two years after transferring specialties.

21.7 **Tuition Benefit Program.** Registered nurses may participate in OHSU’s Employee Tuition Benefit program, in accordance with the terms of that program, with regard to courses not offered at the School of Nursing. The Employer will add a statement to the form for this Program that it is not for courses offered at the School of Nursing. Eligibility requirements and benefits will be established by the Office of the Provost. Information regarding these programs will be made available in the Human Resources Department. Nurses may also reach out to the School of Nursing finance resource if they have any questions.

21.8 **OHSU School of Nursing Classes.** In addition to the program described above in Section 21.7, the following tuition benefit will be available to regular nurses who are employed in good standing and apply for classes offered by the OHSU School of Nursing. Nurses may access a maximum of six (6) credits per quarter under either of the programs described below. Resource nurses are not eligible for this benefit.

21.8.1 **RN to BSN benefit.** Nurses who apply for this benefit must have been employed for a minimum of six (6) months and must have successfully completed their probationary period. The nurse will pay for 20% of the tuition cost and the Employer will pay the remainder, provided that the nurse will agree at the time of application to repay the Employer’s portion if the nurse does not complete the course, does not receive a passing grade for the course, or voluntarily terminates his/her employment or leaves the bargaining unit within two (2) years after having completed the BSN course.

21.8.2 **Graduate benefit.** Nurses who apply for this benefit must have maintained an employment status of .5 FTE or greater in the bargaining unit for a minimum of two (2) years. Nurses will pay the following percentages of the tuition cost based on the corresponding completed years of service with the Employer in the bargaining unit:
The Employer shall pay the remainder of the tuition costs, provided that the nurse shall agree at the time of application to repay the Employer’s portion if the nurse does not complete the course or does not receive a passing grade for the course, or voluntarily terminates their employment within two (2) years after having completed the graduate course. This benefit shall be made available up to a maximum amount of $250,000 $350,000 per fiscal year. This benefit shall not apply to the nurse anesthesia program.