REMINDER: PROFESSIONAL CARE COMMITTEE NOMINATIONS CLOSE FRIDAY, OCTOBER 27

The existing Professional Nursing Care Committee (PNCC) is expanding to the Professional Care Committee (PCC) to represent our entire bargaining unit across all disciplines. The Professional Care Committee is comprised of:

- 7 Registered Nurses (representation from both Home Health and Hospice required)
- 4 Social Workers and Bereavement Counselors (representation from both Home Health and Hospice required)
- 2 Physical Therapists
- 2 Occupational Therapists
- 2 Speech Language Pathologists

While the PCC will regularly be elected on the same cadence as ONA Executive Committee officers (February of each odd numbered year), we will hold a special election to initially populate the committee for the newly represented disciplines (SW/BC, PT, OT, SLP) and to fill two vacant RN positions through February of 2025.

Nominations Close: Friday, Oct. 27
Elections: Friday, Nov. 10 – Wednesday, Nov. 15

For any positions where there are not more accepted nominations than vacant positions, the positions will be filled by appointment without holding an uncontested election. Submit nominations of yourself or a colleague here: https://forms.office.com/r/gH9FdXXXFd

WHEN TO EXPECT WAGE INCREASES AND RETRO PAY

As a reminder, PHHH has until the second full pay period following ratification to implement the new wage rates. This means that new wage rates should begin at the start of the November 5, 2023 pay period and be reflected in the paycheck issued on November 24, 2023.

Retroactive pay back to January 1, 2023 (or hire date) should be paid out no later than in the December 8, 2023 paycheck.
The implementation of new wage scales for newly represented PTs, OTs, SLPs, Social Workers, and Bereavement Counselors has brought to light that many nurses may be inappropriately placed on the wage scale. If you believe that you were either hired in at the wrong step on the wage scale or have not received appropriate step increases since hire, please use the form below to share information about your step placement.

https://docs.google.com/forms/d/e/1FAIpQLSf7vQtyAwB_wIn9KWSV5OQjggXzIGTILK3a82Pv8IxDF9RQ/viewform?usp=sf_link

We will collect information through Friday, October 27 and then evaluate the potential for either individual grievances or a group grievance (also known as an Association grievance). Grievance Chair David Neves or ONA Labor Representative Ashley Bromley will be in contact with each person who completes this form following that date.

**What Step Should I Have Been Hired At?**

Per our contract: "A newly hired nurse may be hired at any Step, but not less than the Step number that corresponds with the number of years of the nurse’s completed related experience...Related experience means employment as a nurse of an accredited acute care hospital(s) and/or home health or hospice, or any other relevant experience..."

0- less than 1 year of related experience = Step 1; 1- less than 2 years of related experience = Step 2; and so on through

29+ years of related experience = Step 30.

**When Should I Have Received Step Increases?**

Each nurse should receive a step increase every year on the anniversary of their hire date, except:

- Leaves of absence of greater than 30 days can delay the step increase by the length of the leave of absence
- Nurses must complete 700 hours of straight-time work in the preceding year or the step increase will be delayed until 700 hours are complete (mostly relevant to per diem clinicians)
- There are no salary increases associated with moving from Step 23 to Step 24 under our now expired contract, and the scale stops at Step 25 under our expired contract (Step 30 is now the top Step, but no one will be placed there before 11/5/23).

**How Do I Know What Step I'm At?**

Look at your current wage rate (should be available through Genesis/on your pay stub) and compare it to the wage rates in the table of our expired contract in Appendix A. That will tell you your step.

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(For Pros & CWONs) REMINDER: CORRECTIONS TO YEARS OF EXPERIENCE DUE BY FRIDAY NOVEMBER 3

You must ensure that management’s accounting of your years of experience (received from management via email on October 4) aligns with your actual years of experience. The
importance of receiving credit for every year of experience cannot be overstated—this determines your wage rate. If you have any doubt as to what should be credited, please reach out to a bargaining team member or labor rep Ashley Bromley at bromley@oregonrn.org for assistance.

**What Counts as Relevant Prior Experience?**

Per our tentative agreement, prior experience will be credited for all documented experience in similar positions (including time as a CSWA for LCSWs and LPCs and time as a Clinical Fellow for SLPs). This means you should be credited for every year of professional experience—not only those at PHHH and not only those in the home health or hospice setting but EVERY year in a similar position in any setting. Your placement on the wage scale is dependent upon an accurate accounting of your years of experience.

**How Can I Correct Management's Determination of My Years of Experience?**

To be appropriately placed on the wage scale, you must submit documentation of additional years of relevant experience no later than **November 3, 2023** (but we recommend doing so as soon as possible). Submit additional experience in the form of a simplified resume (see template here) by email to your manager and Mary Howard in Human Resources (mary.howard@providence.org). You can also copy Ashley Bromley at bromley@oregonrn.org to help ensure we are aware of your pending correction.

Note that clinicians start at Step 1 for less than one year of completed related experience, Step 2 for 1 year of completed related experience, etc. So, if you have 7 years and 2 months of experience, that's Step 8 and so forth. Again, if you are uncertain as to your relevant years of experience or appropriate step placement, please reach out.

Finally, if your documentation of additional experience is challenged or denied, contact a bargaining team member or our labor rep Ashley immediately. This will be subject to the grievance procedure, so we can and will fight for every year of appropriate credit.

(For Pros & CWONs) **REMINDER: CERTIFICATIONS MUST BE/uploaded by Sunday, November 5 to receive Certification Pay retroactive to ratification (October 6)**

The portal to upload certifications is finally working for newly-represented clinicians.

Please upload your certification by following the pathway below:

**How to upload Certificates through Genesis**

1. Click the **Me** tab
2. Press the **Show More** option under **Quick Actions**
3. Scroll down to the **Talent Profile**
4. Go to **Licenses and Certifications** and expand
5. Click on the form hyperlink in the instructions section
6. Fill out the form, using **Union Code: ONA** and **Bargaining Unit Code: HHHRN**, including a copy of your certification
7. Click **Submit**

Under our newly ratified contract, all clinicians are now eligible to receive a $3.00 per hour certification differential for attaining a recognized certification. A list of recognized certification is