Staffing Committee Recruitment

Staffing committee recruitment and elections were delayed slightly due to the prolonged contract negotiations we had this year. Nominations are open and you may add your name or the name of a co-worker.

Are you interested or know someone who is? If so, please fill out the consent to serve form below and make sure the ONA office or your staffing committee co-chair, Kristin Harman, receives your completed form.

The deadline to nominate is September 1, 2019. Elections will be held online and in person at our monthly meeting on Wednesday, September 11 from 6 - 8:30 p.m. in HCC8.

PPMC Hospital Nurse Staffing Committee Intent to Serve Application

This application will be available for viewing by hospital staff.

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<th>Name:</th>
<th>Unit/Divisions:</th>
<th>PPMC Hire Date:</th>
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Briefly state why you would like to be a member of this committee.

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<th>What qualities or experience do you feel you will bring to the committee?</th>
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What staffing issues would you like to see addressed in your cluster and in the hospital?

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<th>Direct care nurse representatives must:</th>
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<td>- Be able to attend all scheduled and ad-hoc meetings.</td>
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<td>- Interested in thoroughly understanding Oregon’s staffing law and advocating for safe staffing.</td>
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<td>- Be willing to do advocacy work such as attend cluster UBCs/Staff/PNCC meetings as needed: and educate and support staff in their own advocacy for safe staffing levels.</td>
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Submit this form via email to ONA Labor Rep Jaime Newman (newman@oregonrn.org), Kristen Harman (kristin.e.harman@gmail.com), or via fax at 503-293-0013.
Don’t Work Off The Clock

We all know that a nurse’s day is a busy one, with many unplanned events occurring that can result in additional work that must be completed. A professional nursing license comes with many responsibilities to patients that cannot be left undone regardless of pressure from managers to go home on time. If you need to work overtime to complete your duties, follow the procedural instructions from your manager, then, document the reasons for the overtime by thoroughly charting your activities and by logging the situation that led to your overtime in a personal log book.

Working off the clock is more likely to land you in hot water than staying late on the clock to complete the day’s duties. Nurses can be disciplined for working off the clock because an employer is liable to pay employees for all work performed regardless of whether it is clocked. When an employer learns that employees are working off the clock, the employer must stop the practice or be subject to federal and state workplace violations including fines and liability for amounts owed to the employees.

When you work off the clock, there are several problems that are created. First you give the impression to management that you are the “super nurse” who can get it all done on busy days when that is not your reality. This, in turn, makes it difficult to justify asking for better staffing or more help if management is under the impression that all the work is getting done during a normal shift length. Second, your co-workers who have busy days and stay over on the clock to finish their patient care end up taking the heat from management. The reality is you are all still working past the end of your shift, but the nurses who stay clocked in are left to stand up for the whole unit by themselves. Third, you are complicit in tolerating your employer’s wage theft, and you are well within your rights to be paid for the work you do. You don’t have to be okay with this.

Some of the things that nurses report they are doing off the clock which must be paid are:

- Education modules – if you cannot get these completed, you need to notify your manager and ONA and ask for additional time.
- Receiving calls at home from managers that are investigatory or disciplinary interviews. ONA had a case once where a nurse reported that her manager called her at home and talked to her for 55 minutes which resulted in “coaching and counseling” (often the precursor to discipline/corrective action) on her record.
- Finishing charting.
- Following up with patients and completing handovers.

A busy day resulting in overtime is often caused by a shortage of appropriate staff or high patient acuity for which sufficient appropriate staff is not provided. You should always let the charge nurse know when you need additional staff. If you don’t get the staff you need, you should fill out a Staffing Request and Documentation Form. The forms, instructions, and process are now available online on the ONA website (www.OregonRN.org) under Professional Services, Nursing Practice and then SRDF.

Staffing forms are designed to alert all the appropriate personnel about day-to-day staffing issues that are a threat to quality patient care. For example, if you are late with medications or unable to give appropriate psycho-social care because of your patient load, or if doing so causes you to work overtime, you should submit an SRDF. When you submit the form, it is received by ONA and the Nurse Staffing Committee. These individuals and committees review the forms and collaborate on the best way to prevent further situations that compromise patient care. Filling out an SRDF provides documentation of the staffing issues that threaten patient safety and force you to work overtime to meet your professional responsibilities. Fill out an SRDF even if the staffing issue is resolved during your shift.
Log Your Missed Breaks and Lunches

Nurses should not let overwhelming duty assignments result in working for free or missing breaks and lunches. When you do not get a break or lunch, you need to sign out as such. If you think about it, the only way administration will know that you are working so hard is if you only clock out when you actually finish working and clock all your missed lunches and breaks.

For each four hours of work you are also entitled to a 15-minute paid break. Nurses working a six-hour shift or greater are also entitled to a 30-minute unpaid meal period. Also note, if you do not receive a lunch period, you can clock a missed lunch and be paid an extra 30 minutes at time-and-one-half (unless for some reason you do not work your full shift e.g., low census).

Ever mindful of their budgets, too many managers are putting the squeeze on nurses to work faster despite the compromise to patient care. Nurses need to remain confident that they know which shortcuts can or cannot be taken, and what patient care cannot be skipped. The push to rush you through your duties should be met with careful documentation of all the important work you do and the staffing and operational concerns that prevent you from doing it. Rest assured that if you are doing your job to the best of your ability, ONA will be there to defend your right to give your patients the professional nursing care they deserve.

Each unit should have a written plan to ensure that breaks and meal periods are provided and covered. Your contract has specific provisions about breaks and lunches. If you have concerns about your unit, contact your staffing committee rep or manager and ask if your plan has been reviewed lately and how you can resolve the issue.

Stand in Solidarity with Washington Colleagues at Providence

On Friday, July 26 join hundreds of fellow union members from across Washington for a spirited rally at Providence headquarters to stand up for quality patient care and good jobs. All job titles throughout Providence including nurses, nursing assistants, techs, social workers, transporters, hospice workers, pharmacists, environmental services, nutrition workers, clerks and lab workers will gather in a massive show of unity.

Our colleagues in Washington are all experiencing the same attacks from Providence as the corporation prioritizes excessive executive pay, profits and branding above the needs of patients and frontline workers. They are struggling with severe understaffing, unaffordable health benefits, unfair wages, cuts to sick time, and disrespect and discrimination on the job.

Meanwhile, Providence raked in $24.4 BILLION in operating revenue and $165 MILLION in operating profits last year. The CEO Rod Hochman had a 157% increase in total compensation to $10.5 MILLION in 2017, and the top 15 Providence execs had over $41 MILLION in total compensation that year.

**Rally Location (12:30 - 1:30 p.m.)**
Providence Headquarters
1801 Lind Ave SW
Renton, WA 98057

Please email nguyen@oregonrn.org to RSVP and for information about ride sharing.
**DID YOU KNOW?**

- Have you signed up to work an extra shift and then placed on standby for low census and then get called in to work? That’s a mouthful, right? But it does happen and if it happens to you please fill out a payroll exception form to make sure you receive your extra shift differential!
- Did you clock out early and lose your shift differential as result, or was your shift differential changed from night to evening? Fill out a timecard exception form!
- Are you acting as relief charge and not getting paid charge pay? Remember to clock in as charge and fill out a timecard exception form if you forgot!

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**What are Your Weingarten Rights?**

In the case *National Labor Relations Board vs. J. Weingarten, Inc.*, the Supreme Court ruled an employee who reasonably believes an investigatory interview will result in discipline has the right to have a union representative present. This is legally protected activity under the National Labor Relations Act (NLRA) and is your fundamental right as part of an ONA bargaining unit.

All nurses in ONA bargaining units have the right to ONA representation during any investigatory interview that could lead to discipline. By invoking your Weingarten Rights, you ensure you have an advocate by your side during difficult conversations. Having an ONA steward or labor representative supporting you gives you a contract expert to advise you during any conversations with management that may lead to discipline.

While we hope you never need to exercise these rights, it’s important that we all know our rights in order to protect ourselves and our coworkers.

**How to Use Your Weingarten Rights**

Take immediate action when you are called into a meeting or discussion you believe may lead to discipline.

- Ask the supervisor or manager who is present, “Could this meeting lead to discipline or affect my personal working conditions?”
- If the answer is “Yes,” stop the meeting immediately.
- Invoke your Weingarten Rights by saying: "If this discussion could in any way lead to my discipline or termination, or affect my personal working conditions, I request an association representative, steward or officer be present. Unless I have this representation I respectfully choose not to participate in this discussion."

- Contact your ONA steward or ONA labor representative immediately, or call the ONA office at 503-293-0011.
- Wait for the ONA steward or labor representative to arrive or reschedule the meeting. Do not continue the meeting until your ONA steward or representative is present!

Every ONA nurse has the right to fair representation. If you have additional questions about your Weingarten Rights, contact your union steward or your labor representative.

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**Next ONA/PPMC Membership Meeting**

**Wednesday, August 14, 2019**

HCC8 | 6 - 8:30 p.m.

**Wednesday, September 11, 2019**

HCC8 | 6 - 8:30 p.m.

*ONA membership meetings are the second Wednesday of every month. They are drop in and refreshments are provided!"