Call for Unit Representatives and Stewards

Unit representatives are the backbone of our union. In order for your ONA/Providence Willamette Falls Medical Center (PWFMC) executive team to better understand and address unit-specific issues, we need unit representatives from each unit to be on the executive team! We specifically need unit representatives in the following departments:

- Emergency
- ICU
- Resource
- SSU

If you are interested, nominate yourself using the “PWFMC Consent To Serve Form” on the ONA/PWFMC bargaining unit webpage at: www.OregonRN.org/99.

Regular unit representative and steward trainings will begin soon and will be held every other month. Watch for dates, times and locations in future emails or newsletters.

Deadline for nominations is March 21, 2020.

Night Differential Reimbursement

If you didn’t have a chance to submit a timecard correction for night shift differential that should have been paid out when evening shift differential was paid out instead, you have until March 9, 2020 to submit your corrections in bulk so your manager can submit them to payroll in one big batch. After that, you can fill our individual time card correction sheets.

The problem that is being resolved through the team work in ONA/PWFMC Nurse Task Force is that evening differential was paid out on hours worked that should have been night differential. The discrepancies occurred on shifts where the nurses were sent home early, so the majority of their hours fell between 3 - 11 p.m.

In order for your manager to fix this for you, you will need to audit your timecard going back to January 2018 to look for night shifts where you were placed on low census. The walkthrough on how to audit your timecard and the payroll correction sheet to submit your hours can be found on pages 2-3 of this newsletter. You can also find the instructions and form on the ONA/PWFMC bargaining unit webpage (www.OregonRN.org/99 “Instructions for PWFMC Shift Diff Corrections”). Please reach out to your manager or executive team member if you have any questions or need assistance.
Resolution for Missing Night Differential Compensation

INSTRUCTIONS FOR PWFMC EMPLOYEES

This is how to find the hours in your timecard for which you were paid the evening differential instead of night differential for which you were scheduled for:

1. Open your timecard within Kronos
2. Change the date range to Jan. 1, 2018 to Dec. 31, 2018 (the system will not allow searches greater than 13 months; you’ll have to do one year at a time).
3. Click on Apply. It may take a bit for your hours to show up.
4. Once your hours come up, go to the bottom section. Click on the totals tab and, scroll down, and select daily.
5. Once you have selected daily, you will need to go back up to the top section and look for any shift in which you were low-censused after the shift started.
6. When you find a shift, click on the date.
7. Look down at the bottom section in totals and see if you were paid the evening differential.

Continued on page 3
Resolution for Missing Night Differential Compensation (continued from page 2)

In the example on page 3, the nurse was scheduled to work 1900-0730 on April 4, 2018, but was placed on low census at 0205. She worked 6.5 hours of her scheduled night shift. In the totals section, she was paid 6.5 hours of evening differential instead of night differential.

8. Fill out the form on the ONA/PWFMC page (www.OregonRN.org/99 “Instructions for PWFMC Shift Diff Corrections”), including the date and hours for which you should have been paid the night differential. (Note: Meeting time, education time, or scheduled evening hours that were paid at evening differential will remain as evening differential.)

9. Continue to scroll through the year and search for similar shifts that match the example above.

10. After you have reviewed your shifts for 2018, change the search dates to Jan. 1, 2019 to Dec. 31, 2019 and repeat the above steps.

11. Turn in the completed corrections form to your manager.

Certification Pay and Step Increase Corrections

We have had numerous nurses get reimbursed for missing certification pay. Please look at your time cards and if you think there is a discrepancy, let Virginia Smith or Jon Houser know right away.

There are also numerous nurses who are behind on their step increases due to incorrect hire dates on file with human resources (HR). If you were hired before June 2019 as a per diem RN and then got an FTE position, there is a chance you are not getting your step increases on the correct date. Your increases should go into effect on your per diem hire date, not your FTE hire date.

SANE MOU

We gave PWFMC administration a memorandum of understanding (MOU) that outlines the work, schedules, and pay for the sexual assault nurse examiner (SANE) nurses at PWFMC that we expect to be an easy mutual agreement. There are a pool of nurses that work across the Providence system, so this loops us into the rest of the Portland-area Providence hospitals. Please reach out to your EONW/PWFMC executive team for more information on being a SANE nurse for Providence.

Questions about How to Use EIT and Short-Term Disability Insurance?

If you are expecting a leave of absence and want to use your extended illness time (EIT), start by opening a claim with Sedgwick. From there, many of your questions may be answered through the HR portal regarding how to access your benefits. If you have any questions that need clarification, contact our PWFMC local HR business partners Alex Jimenez (alex.jimenez@providence.org) and Payton Hensler (payton.hensler@providence.org). If they cannot answer your questions, please reach out to Virginia Smith for help.
Check out our new ONA bulletin board!
Look here for up-to-date newsletters, bargaining unit information, and updates on events!

Bring Your Voice to the ONA House of Delegates

Your voice matters. Be part of ONA’s primary governing body, the House of Delegates (HOD). As a delegate you will discuss and vote on resolutions, amendments and other initiatives that will determine ONA’s direction.

Bring your perspective and join us at the 2020 House of Delegates on May 19 in Portland.

Visit www.OregonRN.org/Delegate for more information and to complete your delegate nomination form.

Questions about statewide offices or delegates? Email or call ONA Chief of Staff Whitney Wong at Wong@OregonRN.org or 503-293-0011 ext. 1325.

Nomination Deadline
Extended to March 6!