Dear PSVMC ONA-Represented RNs:

A grievance was filed in May by ONA because nurses discovered that they were not receiving certification pay, despite their prior submission of evidence. We are writing to let you know that we have agreed to settle the grievance.

In reviewing this matter, we learned that there were process changes on how to submit evidence of certification which were not widely communicated. Nurses thought they were submitting evidence appropriately. However, the certification did not go through to processing and payment was not initiated.

To resolve the grievance, nurses impacted by the changes in the certification pay process since September 1, 2018 are eligible to be paid their missing certification pay from the date their pay ended, retroactive to the start of the pay period following submission of their documentation to PSVMC.

To be eligible:
1) You are currently employed by PSVMC, and were employed by PSVMC at some point during the relevant time period;
2) You are an ONA-represented RN;
3) Your certification differential stopped on or after September 1, 2018;
4) You possess the appropriate eligible and current certification for the time period in question; and
5) You attempted to submit evidence of your certification previously.

To submit for reinstatement and backpay, please do the following by October 15, 2019:
1) Complete and sign the attached attestation form and
2) Attach a clear, legible copy of the relevant unexpired certification for the time period in question.

What if I lost Certification Pay before September 1, 2018?
A: Certification Pay that was not paid prior to September 1, 2018 will not be paid as part of this grievance settlement. The rationale is that there were no process changes before September. Any nurse missing certification pay in the earlier time period must provide actual evidence of submission.

What Happens Going forward?
A: All initial and renewal certifications must be submitted through the online portal per the instructions in the article below. Submissions to your manager, staffing or payroll will not be accepted.
The contract language for certifications is in Appendix A of your contract.

Reminder of the New Process:

Excerpt from Leadership Access and Response News of April 5, 2019

Certification for Pay

Good news! The Certification for Pay online form has been updated. The online form itself has been streamlined and, more importantly, it will now accept "PDF" versions of certification images. If you are eligible to receive certification for pay, remember the new online submission form can be found on the HR Portal. This can be done from any computer at any time if you log into the HR portal with your unique ID and password (it should not be done from a shared or auto-login). You should have a clear image file of your certification saved in a folder on the computer you are using. To access the Certification for Pay online form, go to the HR Portal. Select the "Resources" menu, then the "Forms" menu. Next select "Human Resources." It will take you to a forms list and the "Certification for Pay form" is the second form.

This is the mechanism for submitting initial requests for certification for pay, and all renewals. Please remember do not submit copies of your certifications to your manager, staff or payroll. Please be sure to check your pay advice to confirm that the certification differential is being paid. A best practice is to put a reminder in your cell phone calendar or other device to remind you when it is time to resubmit your renewal. The system will not provide notice when your certification expires.

Tips:

- The revised online form will now accept "PDF" images of your certification. Make sure the image of your certification is completely legible or it cannot be processed.
- When you put in your caregiver ID (numbers only, no "P"), use the tab key or your keyboard. The form should then auto-populate with your name.
- The form now has a "print" function so that you can print a copy of your submission. Best practice—print a copy of your submission and retain as documentation of your submission.
- When you finish the process and select the "submit form" button, an auto message will appear saying "Certification for Pay form has been Submitted Successfully." An email confirmation will not be generated.

If you have any questions after submitting, contact the HRSC via an AskHR ticket 24/7 or call the Caregiver Service Line at 888-687-3753 M - F 7:30 am – 5:45 pm.

If you have any questions, please contact Human Resources or an ONA Officer, Steward or Labor Representative.

Thank you for all that you do for the organization and the patients you serve.

Sincerely,

Jennifer Burrows RN, MBA Chief Nursing Officer

Sally LaJoie, ONA Staff Labor Representative
Attestation of Submission of Certification Renewal Documentation

I, ____________________________________________, RN, currently employed at Providence St. Vincent Medical Center, do hereby attest to the following information:

On or about _______________________________, 20___, I submitted the attached documentation of my renewed certification to Providence St. Vincent Medical Center in the following manner:

☐ To my leader, ___________________________________ (insert leader’s name)
☐ By faxing, scanning or delivering my renewed certification to Human Resources
☐ By faxing or scanning my renewed certification to Payroll
☐ By faxing, scanning or delivering my renewed certification to the PSVMC Staffing Office.
☐ Other (please describe):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Based on the above information and attached certification renewal documentation, I am requesting retroactive certification pay back to the start of the pay period following submission (per the terms of the ONA/PSVMC collective bargaining agreement, Appendix A.)

I hereby attest that the above statement is true and accurate.

Dated this _____ day of ______________________, 2019.

____________________________________________
RN Signature

RN Name/Dept:_________________________________

Important:
➢ Attach certification renewal documentation.
➢ Submit completed/signed form and certification renewal document by October 15, 2019 to: PSVMC HR via fax to 503.216.4659 or scan to jaqueline.diaz@providence.org