

MEMORANDUM OF AGREEMENT

**Between the
County of Ventura**



and the

**California Nurses Association
Per Diem Unit**

2015-16

TABLE OF CONTENTS

TITLE	ARTICLE	PAGE
TERM.....	1.....	1
IMPLEMENTATION.....	2.....	1
RECOGNITION.....	3.....	2
RETIREMENT.....	4.....	2
SALARY PLAN.....	5.....	2
PREMIUM PAY.....	6.....	5
HEALTH INSURANCE.....	7.....	7
OTHER COMPENSABLE BENEFITS.....	8.....	7
OVERTIME.....	9.....	10
HOLIDAYS.....	10.....	11
LEAVES OF ABSENCE.....	11.....	11
PROBATIONARY PERIOD.....	12.....	11
PERSONNEL FILE.....	13.....	12
ADDITIONAL EMPLOYEE BENEFITS.....	14.....	12
PER DIEM STATUS TO REGULAR STATUS.....	15.....	13
NURSING PROCESS STANDARDS/RATIOS.....	16.....	14
NO STRIKE/NO LOCKOUT.....	17.....	15
NON-DISCRIMINATION.....	18.....	15
COUNTY RIGHTS.....	19.....	15
CNA RIGHTS.....	20.....	15
GRIEVANCE PROCEDURE.....	21.....	21
FULL UNDERTANDING, MODIFICATION WAIVER.....	22.....	25
AUTHORIZED AGENTS.....	23.....	26
STATE DISABILITY INSURANCE.....	24.....	26
PROVISIONS OF LAW.....	25.....	26
COOPERATION WITH COMPLIANCE OF THE VENTURA COUNTY MEDICAL CENTER (VCMC).....	26.....	27
WORKPLACE SAFETY.....	27.....	27
HEALTH AND SAFETY.....	28.....	28
REST AND MEAL PERIODS.....	29.....	28

ARTICLE 1
TERM

Sec. 101 **Term:** This Memorandum of Agreement (hereinafter "Agreement") between the California Nurses Association (hereinafter "Association" or "CNA") and the County of Ventura (hereinafter "County") is effective from the date of approval by the Ventura County Board of Supervisors up to and including midnight July 27, 2015.

Sec. 102 **Successor Agreement:** In the event CNA desires to negotiate a successor Agreement, CNA shall, no more than five (5) months and no less than four (4) months prior to the expiration date referenced in Section 101, serve on the County its written request to commence negotiations as well as its initial written proposals for such successor Agreement.

Upon receipt of such written notice and proposals, the County shall, within thirty (30) days, present counter-proposals. Negotiations shall begin within thirty (30) days after receipt of CNA's proposals unless otherwise agreed to by the parties. Sections of this Agreement not addressed by either party in their proposals shall remain in full force and effect when a successor Agreement is implemented.

ARTICLE 2
IMPLEMENTATION

This Agreement constitutes a mutual recommendation to be jointly submitted to the Ventura County Board of Supervisors (hereinafter referred to as "Board") and the California Nurses Association (hereinafter referred to as "CNA"). It is agreed that this Agreement shall not be binding upon the parties - either in whole or in part - unless and until approved by CNA and unless and until the Board:

- A. Acts, by majority vote, formally to approve said Agreement;
and
- B. Enacts necessary resolutions and amendments to all County ordinances required to implement the provisions of this Agreement.

ARTICLE 3 RECOGNITION

This Agreement shall apply only to persons employed as Intermittent Employees as defined by the County of Ventura Personnel Rules and Regulations (hereinafter referred to as "VCPRR") Article 2, Section 234 and occupying one of the following classifications and any future CNA represented Per Diem classification added subsequent to the commencement of this agreement. "Per Diem Employee" shall mean an Intermittent Employee scheduled to work on an as-needed basis (intermittent) to supplement staffing needs.

Classification	Code
Per Diem Licensed Vocational Nurse	00171
Per Diem Non-Registered Nurse	00534
Per Diem Psychiatric Technician	00540
Per Diem Senior Psychiatric Technician	00541
Per Diem Public Health Nurse I	00538
Per Diem Public Health Nurse II	00539
Per Diem Public Health Nurse III	00542
Per Diem Registered Nurse I	00535
Per Diem Registered Nurse II	00536
Per Diem Registered Nurse III	00537

The terms "employee" or "employees" as used in this Agreement shall refer only to persons employed by the County who fully meet the foregoing criteria. The term "he" or "his" as used in this Agreement shall refer to all employees regardless of sex. The terms "wages", "salary", or "compensation" shall, unless otherwise provided, mean the applicable hourly rate exclusive of any and all bonuses, differentials, or other enhancements.

ARTICLE 4 RETIREMENT

Safe Harbor Retirement Plan: CNA accepts the County's "Safe Harbor" retirement plan and agrees that said plan is offered in compliance with the provisions of the Omnibus Budget Reconciliation Act (OBRA), for employees not eligible for coverage under the provisions of the 1937 Retirement Act.

ARTICLE 5 SALARY PLAN

Sec. 500 **One-Time Payment of \$500:** Employees covered by this Agreement who, at the time of adoption, have been employed with the County continuously for ten (10) or more calendar years shall

receive a one-time payment of five hundred dollars (\$500) payable on August 16, 2015.

Sec. 501 **Pay/Salary Increases:**

- A. Effective August 16, 2015, the base hourly rate range of each classification covered by this Agreement, and the base hourly rate of pay of each represented employee therein, as adjusted pursuant to subsections B through E below, shall be increased by one percent (1%).
- B. Effective August 16, 2015, the base rate of pay for all nurses classified as Per Diem Registered Nurse I or Per Diem Public Health Nurse I will be increased to \$27.00 an hour.
- C. Effective August 16, 2015, the base rate of pay for all nurses classified on that date as Per Diem Registered Nurse II or Per Diem Public Health Nurse II who have more than 1,040 hours but less than 2,080 hours of total verifiable nursing experience, and whose base rate of pay on that date is less than \$32.00 per hour after the wage adjustments made pursuant to sections 807A and 808A, will be increased to \$32.00 an hour.
- D. Effective August 16, 2015, the base rate of pay for all nurses classified on that date as Per Diem Registered Nurse II or Per Diem Public Health Nurse II who have 2,080 hours or more but less than 4,160 hours of total verifiable nursing experience, and whose base rate of pay on that date is less than \$33.60 per hour after the wage adjustments made pursuant to sections 807A and 808A, will have their base rate increased to \$33.60 an hour.
- E. Effective August 16, 2015, the base rate of pay for all nurses classified on that date as Per Diem Registered Nurse II or Per Diem Public Health Nurse II who have 4,160 hours or more of total verifiable nursing experience, and whose base rate of pay on that date is less than \$36.00 per hour after the wage adjustments made pursuant to sections 807A and 808A, will be increased to \$36.00 an hour.

Sec. 502 **Compensation Schedule:** Except as otherwise provided herein, Per Diem Employees shall receive the compensation of the range assigned to the classification in which s/he is employed and in

accordance with the pertinent conditions of employment enumerated in this Agreement.

- Sec. 503 **Regular Pay Day:** Per Diem Employees shall be paid on or about the Friday following the end of the biweekly payroll period.
- Sec. 504 **Pay On Termination:** Upon termination prior to the expiration of the biweekly pay period, the compensation, including any incentive, bonus, or premium earned by that Per Diem Employee during that pay period, shall become due and shall be paid on the regular payday following the pay period in which termination occurred.
- Sec. 505 **Pay Range Changes:** Whenever a higher pay range is assigned to a classification, a Per Diem Employee holding such classification shall have his pay increased by the percentage increase in the classification's pay range, provided that no pay shall be lower than the minimum of the new pay range established for the classification.
- Sec. 506 **Merit Increases Within The Pay Range:**
- A. Merit increases within a range shall not be automatic. Merit increases shall conform to the VCPRR Article 11, Section 1108(C), Special Consideration/Intermittent Only; except as noted in Section 506B.
 - B. Hours-Based Pay Increases:
 - 1) A Per Diem Registered Nurse I or Per Diem Public Health Nurse I who completes 1,040 hours of total verifiable nursing experience and who satisfactorily completes a competencies evaluation shall be promoted to Per Diem Registered Nurse II or Per Diem Public Health Nurse II and his or her base rate of pay shall be increased to \$32.00 per hour
 - 2) A Per Diem Registered Nurse II or Per Diem Public Health Nurse II who completes 2,080 hours of total verifiable nursing experience and receives a satisfactory performance evaluation will be eligible for a five percent (5%) merit increase.
 - 3) A Per Diem Registered Nurse II or Per Diem Public Health Nurse II who completes 4,160 hours of total verifiable nursing experience and receives a satisfactory performance

evaluation shall receive an advanced step merit increase to \$36.00 an hour. ;

Thereafter, all merit increases shall be in accordance with Sec. 506A of this Agreement.

- Sec. 507 **Payroll/Human Resources System Reopener:** The parties agree that if, during the life of this agreement, a new "Payroll/Human Resources" system is adopted, the County and CNA shall meet and confer prior to the implementation of the new system regarding any changes requiring negotiations that would affect Per Diem Employees.

ARTICLE 6 PREMIUM PAY

- Sec. 601 **Bilingual Premium Pay:** Per Diem assignments which require the use of bilingual skills shall be eligible for bilingual premium pay at the I, II, or III level. The eligible assignments among the respective levels shall be made by the Agency/Department Head, based upon criteria established by, and subject to approval by, the Director-Human Resources. The level of bilingual proficiency shall be determined by an examination administered by the Director-Human Resources or designee. Per Diem Employees shall be eligible for bilingual premium pay at the level determined necessary for their assignment or the level of their proficiency, whichever is less, subject to the conditions set forth herein.

Upon adoption of this agreement by the Board of Supervisors the rates for the respective levels are:

<u>Bilingual Level</u>	<u>Premium Pay</u>
I	\$.65/HR
II	\$.80/HR
III	\$.90/HR

Per Diem assignments eligible to receive this premium shall receive the appropriate rate per hour compensated per biweekly pay period. Such premium pay shall be in addition to their base pay. To be eligible to receive this premium pay, upon the recommendation of the Agency/Department Head and the Director - Human Resources, the County Executive Officer must designate that such payment will be made.

Sec. 602 **Standby Premium Pay:** Should a Per Diem Employee be placed on formal standby duty, such Per Diem Employee shall be compensated for actual time on call at one-quarter (1/4) of his regular hourly wage or at the Federal minimum wage, whichever is greater, and for time worked as a result of a callback to duty at one and one-half times his hourly wage. In no instance shall a callback to duty be considered as less than two (2) hours for pay purposes. No Per Diem Employee shall be paid for call back time and standby simultaneously.

Sec. 603 **Evening And Night Shift Differential Premium Pay:** Shift differential pay shall be paid as described below.

Evening Pay

1. Twelve (12) hour shifts - When required to work seven-twelfths (7/12) of any shift between 10:00 a.m. and 3:00 a.m. Per Diem Employees shall be paid seven and one-half (7.5%) in addition to the Per Diem Employee's base hourly rate for all hours worked in the evening shift.
2. Eight (8) hours shifts - When required to work five-eighths (5/8) of any shift between 3:00 p.m. and 11:00 p.m. Per Diem Employees shall be paid seven and one-half (7.5%) in addition to the Per Diem Employee's base hourly rate for all hours worked in the evening shift.

Night Pay

1. Twelve (12) hour shifts - When required to work seven-twelfths (7/12) of any shift between 7:00 p.m. and 7:00 a.m. Per Diem Employees shall be paid fifteen percent (15%) in addition to the Per Diem Employee's base hourly rate for all hours worked in the night shift.
2. Eight (8) hour shifts - When required to work five-eighths (5/8) of any shift between 11:00 p.m. and 7:00 a.m. Per Diem Employees shall be paid fifteen percent (15%) in addition to the Per Diem Employee's base hourly rate for all hours worked in the night shift.

ARTICLE 7
HEALTH INSURANCE

- Sec. 701 **Health Care Plan:** Per Diem employees may purchase the Ventura County Health Care Plan (VCHCP) at their own expense.
- Sec. 702 **Affordable Care Act:** During the term of this Agreement, either party shall have the option to compel the other to meet with it to discuss the impact of the Affordable Care Act on the provisions of Article 7; provided, however, that no change to the provisions of Article 7 shall occur without mutual agreement of the parties.

ARTICLE 8
OTHER COMPENSABLE BENEFITS

- Sec. 801 **Mileage Reimbursement:** Per Diem Employees who are required to use their personal vehicles for County business shall be reimbursed at a rate equivalent to the Standard Mileage Rate established by proclamation of the Internal Revenue Service.
- Sec. 802 **Necessary And Actual Expenses:** Necessary and actual expenses incurred by a Per Diem Employee while attending to business of the County may be reimbursed with the approval and authorization of the Department/ Agency Head. A statement of justification satisfactory to the Auditor-Controller shall be submitted with the claims. Such reimbursement, however, does not apply whenever the provisions in law provide for payment of such expenses.
- Sec. 803 **Weekends Worked:** Any Per Diem Employee who works a weekend shift shall receive, in addition to all other compensation allowed for in these Articles, two dollars (\$2.00) per hour for all hours worked during the weekend shift. Weekend shift hours fall in the period between 11:00 p.m. Friday and 7:00 a.m. Monday.
- Sec. 804 **Charge Nurse Premium Pay:** Effective the first pay period following Board of Supervisors approval, as designated and approved by VCMC/SPH Nursing Administration, a premium will be paid for each full shift worked as a charge nurse at a rate of one dollar (\$1.00) per hour for all VCMC/SPH Nursing Units.
- Sec. 805 **Float Nurse:** Floating of nurses shall be subject to patient care considerations and staffing needs, qualifications and patient acuity and shall be in compliance with applicable regulations including Title 22.

Sec. 806 **Personal Property Reimbursement Policy:** Per Diem Employees shall be eligible for personal property reimbursement as provided for under the County of Ventura Administrative Manual, Chapter IX, Policy 8 – Personal Property Reimbursement Policy.

Sec. 807 **Educational Incentive:**

- A. Both parties desire the discontinuation of the “PD RN II Worksheet”. This worksheet includes a provision in which an education incentive may be include in a Per Diem Nurse’s base rate of pay. As the formula represented in section 807B essentially would give double credit for the educational incentive, effective August 16, 2015, any educational incentive pay previously added to the current base rate of pay of any Per Diem Nurse covered by this agreement as a result of the “Per Diem RN II Worksheet” will be removed from their base rate of pay.
- B. Effective August 16, 2015, a Per Diem Nurse shall receive the incentive pay in addition to his/her adjusted base rate of pay in the noted amounts for educational attainments which, as per the official class specification maintained by the County Human Resources Department, are not specifically required for the classification in which he/she is employed:

Bachelor's Degree.....	\$1.25/hr
Graduate's Degree.....	\$1.75/hr

Incentives may be granted pursuant to this subsection only after submission of appropriate documentation to, and approval by, the Director - Human Resources.

No employee shall be eligible to receive more than one level of educational incentive pay. An employee shall be eligible to receive only the highest level for which the employee qualifies, not to exceed eighty (80) compensated hours per pay period.

This provision shall only apply to the Per Diem Registered Nurse I, II, & III and Per Diem Public Health Nurse I, II, & III classifications.

Sec. 808 **Certification Pay:**

- A. Both parties desire the discontinuation of the “Per Diem RN II Worksheet”. This worksheet includes a provision in which an

certification incentive may be included in a Per Diem Nurse's base rate of pay. As the formula represented in section 808B essentially would give double credit for certification pay, effective August 16, 2015, any certification pay previously added to the current base rate of of any Per Diem Nurse covered by this agreement as a result of the "Per Diem RN II Worksheet" will be removed from their base rate of pay.

- B. Effective August 16, 2015, a Per Diem employee covered by this Agreement who acquires and maintains certification(s) issued by a national or state recognized organization is eligible for certification pay per shift of \$0.813 per hour compensated for each certification to a maximum of three (3) certifications. Payments may be granted pursuant to this subsection only after submission of appropriate documentation to, and approval by, the Director - Human Resources. In order to qualify for the certification pay, certifications must be deemed clinically appropriate by Nursing Administrators and must be related to the employee's regular assignment.

Employees eligible to receive this premium pay shall receive the appropriate rate per hour compensated per biweekly pay period, not to exceed eighty (80) compensated hours per pay period.

This section shall only apply to the classifications of Per Diem Registered Nurse II and Per Diem Public Health Nurse II.

Sec. 809 **Difficult to Recruit ("DTR") Assignment Premium:** Effective August 16, 2015, a Per Diem employee in a classification covered by this Agreement and assigned by their nursing manager to work in one of the DTR units listed below shall receive a one and one-half percent (1.50%) premium payment based on their base rate of pay for only those hours worked in that DTR unit. The following constitute the DTR units:

Intensive Care Unit	Emergency Room
Neonatal Intensive Care Unit	Pediatric Intensive Care Unit
Labor and Delivery	Surgery Circulating Nurses
Direct Observation Unit	Inpatient Psychiatric Unit
Behavioral Health Unit	

Employees eligible to receive this premium pay shall receive the appropriate rate per hour compensated per biweekly pay period, not to exceed eighty (80) compensated hours per pay period. This provision shall only apply to the Per Diem Registered Nurse I, II, & III and Per Diem Public Health Nurse I, II, & III classifications.

ARTICLE 9 OVERTIME

Sec. 901 **Purpose:** To provide the basis for both calculation and payment of overtime in a manner that meets the requirements of the Fair Labor Standards Act (FLSA). No provision of this Article should be construed as a guarantee of hours of work per day/week/biweek nor of days of work per week/biweek.

Sec. 902 **Policy-Limitation On Overtime:** It is the County's policy to avoid the necessity for overtime whenever and wherever possible. Overtime work may sometimes be necessary to meet emergency situations, seasonal or peak workload requirements. No Per Diem Employee shall work overtime unless authorized by his department head or designee. Procedures governing the authorization of overtime shall be established in accordance with the provisions herein.

Any Per Diem Employee who is FLSA exempt shall not be paid overtime of any type unless specifically provided herein.

Sec. 903 **Definitions:** For purposes of this Article only:

- A. "Designated Work Period" shall normally consist of seven (7) consecutive days (168 hours). Management reserves the right to designate the Work Period of each Per Diem Employee.
- B. "Overtime" is defined as time worked by an employee in excess of forty (40) hours in a 168 hour Designated Work Period.
- C. "Regular Hourly Rate of Pay" shall be in accord with the standard set by the FLSA, that is, the average amount of money earned per hour by a Per Diem Employee upon which overtime is based. As per the FLSA, this amount would typically include shift differentials, retroactive pay adjustments, stand by and other incentives as incorporated in this Agreement.
- D. "Hours Worked" shall include paid court appearances, as defined in Section 1402.

Sec. 904 **7(j) Exemption:** Per Diem Employees who are assigned to the Ventura County Medical Center are not designated as 7 (j) exempt

“hospital employees” as defined in the Fair Labor Standards Act and shall receive overtime pay at the rate of one and one-half times their regular hourly rate of pay for all hours worked in excess of their regularly scheduled shift per twenty-four (24) hour period, or all hours worked in excess of forty (40) hours in their (7) day designated work period.

ARTICLE 10 HOLIDAYS

Sec. 1001 **Holiday Policy:** Effective the first pay period following Board of Supervisors approval of this agreement, Per Diem employees shall be eligible for premium pay at the rate of time and one-half for all hours worked on the holidays listed in Section 1002.

Sec. 1002 **Holidays Paid at a Premium Rate for Hours Worked:**

1. New Year's Day, January 1
(December 31, 7:00 pm to January 1, 7:00 pm)
2. Independence Day, July 4
(July 4, 7:00 am to July 5, 7:00 am)
3. Thanksgiving Day, the fourth Thursday in November
(Thursday 7:00 am to Friday 7:00 am)
4. Christmas Day, December 25
(December 24, 7:00 pm to December 26, 7:00 am)

ARTICLE 11 LEAVES OF ABSENCE

The County will abide by the requirements of FMLA/ and any other applicable state or federal requirements.

ARTICLE 12 PROBATIONARY PERIOD

Every Per Diem employee shall be required to serve and pass a probationary period of 1040 hours. Upon successful completion of 1040 hours, he/she shall be eligible for compensation at an hourly rate above the first step and shall be dismissed only for cause, as specified in the Ventura County Ordinance, Code Section 1234-1.4.13.1, during the period prior to the 1664 hours per year limitation or authorized extension. Such a Per Diem employee shall have the

right to a hearing to contest his/her dismissal in accordance with the procedure set forth in Section 2326 of the Ventura County Personnel Rules and Regulations. (Exhibit A attached, VCPR & R's Art. 11)

ARTICLE 13 PERSONNEL FILE

- Sec. 1301 **Employee Acknowledgement Of Material Placed in Personnel File:** No material relating to performance appraisal, salary action or disciplinary action shall be placed in the file maintained by the County about a Per Diem Employee without the Per Diem Employee first being given an opportunity to read such material. The Per Diem Employee shall acknowledge that he has read such material by affixing his signature on the material to be filed with the understanding that, although such signature indicates acknowledgement, it does not necessarily indicate agreement. If the Per Diem Employee refuses to sign the material, it shall be placed in said personnel file with an appropriate notation by the person filing it.
- Sec. 1302 **Full Right Of Inspection Of File about the Per Diem maintained by the County:** A Per Diem Employee or (upon written designation of the employee) his CNA representative shall have the right to inspect the contents of the file maintained about the Per Diem by the County.

ARTICLE 14 ADDITIONAL EMPLOYEE BENEFITS

- Sec. 1401 **Deferred Compensation:** Per Diem Employees may participate in the 457 plan with no County contribution. The effective date shall be the first pay period after 90 days following Board of Supervisors approval of this agreement.
- Sec. 1402 **Serving As Witness:** No deductions shall be made from the salary of a Per Diem Employee for an absence from work when subpoenaed to appear in court as a witness for the County, other than as a litigant.
- Sec. 1403 **Parking Space:** The County shall attempt to provide adequate parking facilities for Per Diem Employees within a reasonable distance of their work locations.

- Sec. 1404 **Special Equipment Or Clothing:** Under no circumstances shall the employee be required to purchase special equipment or clothing unless so directed by order of the Board of Supervisors.
- Sec. 1405 **Continuing Education - Health Personnel:** The Health Care Agency will attempt, through its Staff Development Program, to provide the required In-Service Health Care Personnel Education requirements imposed by the Continuing Education Statute of the State of California.
- Sec. 1406 **In-Service Training For Nurses:** The Health Care Agency will attempt, through its Staff Development Program, to provide the In-Service Nursing Education required by statute (AB 449 of 1972). The Health Care Agency may provide up to fifteen (15) Continuing Education Units (CEU's) annually for designated courses which gain or maintain required certification/licensure or competency.
- Sec. 1407 **Operating Room Leave:** Operating room Per Diem nurses who in the preceding twenty-four (24) hours worked a minimum of fourteen (14) hours or six (6) hours in the immediately preceding twelve (12) hours may, with the approval of the appointing authority, not be required to report for their next shift.
- Sec. 1408 **Privatization/Change In Ownership Notification:** Should the County determine that it is in its best interest to sell the Medical Center, CNA will be notified prior to finalization of any change in ownership.
- Sec. 1409 **Direct Deposit:** The County shall maintain a direct deposit program for CNA represented employees.

ARTICLE 15 PER DIEM STATUS TO REGULAR STATUS

If a Per Diem Status Nurse wishes to be appointed to a Regular Status Nurse, the following will apply:

- 1) The Per Diem Nurse must be on an open/eligible list for the position.
- 2) All things being equal, the Per Diem Nurse will be provided additional consideration compared to any other applicant on that same list that is not currently working as a Per Diem Nurse for HCA; and who has like for like skills, abilities/competencies, experience, certifications.

- 3) The Per Diem Nurse who wants to apply and compete (be considered) for a regular, full-time, benefited position (classification) shall either apply for an open position or apply with HCA/HR to be placed on a list (status change) for future open positions.

ARTICLE 16 **NURSING PROCESS STANDARDS/RATIOS**

No nurse shall be required to practice in a manner which jeopardizes patient care, exceeds the limit of a registered nurse licensure as defined by the Nurse Practice Act, or is outside Title 22, section 70217 related to nurse service staff, as determined and controlled by the California Department of Public Health.

If a nurse believes that circumstances are present which may jeopardize a patient's health or safety, the nurse must attempt to resolve the issue with their immediate supervisor by communicating their concern in writing. The supervisor shall respond to the registered nurse within 14 days from receipt of the written notice. If the matter is not resolved at this level, the matter may be brought to the Professional Practice Committee (PPC) by submitting an Assignment Despite Objection form. The PPC will bring forth any issues related to the above to the Patient Classification Committee for review.

A formal Patient Classification Committee (PCC) will be established in accordance with Title 22. The committee will be composed of five (5) nurses, two (2) members from the Professional Practice Committee and three (3) staff nurses who are not participating on any other committee and five (5) managers, one of whom will be the Chief Nurse Executive or his/her designee. The PCC will meet a minimum of once per year. PCC members will be compensated for time spent in committee meetings. Such release time or additional hours of pay for the committee members shall not be counted as hours worked for purposes of calculating overtime.

Interested staff may provide input to the Committee concerning the Patient Classification System, potential required revisions, and the overall staffing plan.

If the review by the PCC reveals that adjustments are necessary in the Patient Classification System in order to assure accuracy in measuring patient care needs, such adjustments will be reviewed by the Nursing Administrative Team for determination of need for adjustment.

ARTICLE 17
NO STRIKE/NO LOCKOUT

During the term of this Agreement, no work stoppages, strikes, or slowdowns shall be caused or sanctioned by CNA, and no lockouts shall be made by the County. If this section is violated, the party committing the violation shall lose all rights under this Agreement.

ARTICLE 18
NON-DISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees covered hereby without favor or unlawful discrimination because of age, sex, race, color, creed, national origin, or functional disability. The County's Affirmative Action Plan will be fully supported by CNA.

ARTICLE 19
COUNTY RIGHTS

It is the exclusive right of the County to direct its employees, take disciplinary action for cause, relieve its employees from duty because of lack of work or for other legitimate reason, classify and reclassify positions, and determine the methods, means, and personnel by which the County's operations are to be conducted; provided, however, that the exercise and retention of such rights do not preclude employees or their representatives from consulting about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

Nothing contained in this provision shall be deemed to supersede the provisions of existing State law and the ordinances and rules of the County which established the Civil Service System.

ARTICLE 20
CNA RIGHTS

Sec. 2001 **Association Business and Paid Work Time:** The County agrees to authorize CNA's Local Chapter Chief Nurse Representative one (1) hour per month of paid County time to attend Local Chapter Board Meetings. It is understood that CNA's Board meetings are held the first Wednesday of each month. Officers, executive board members, and CNA Member Representatives will conduct all Association business, except for time specified by Sections 2002 and 2003, on their own time.

Sec. 2002 **Union Business/CNA Member Representatives Time:** Effective the first day following approval of this agreement by the Board of Supervisors, a CNA Member Representatives' Bank will begin the year with thirty (30) hours of release time for use on the preparation, investigation and presentation of filed grievances, attend Weingarten, Skelly or any other meeting where a CNA member would be entitled to representation. CNA Member Representatives' may draw from the Member Representative's Bank only during a scheduled work day, or during a regular day off with prior management approval and provided that such compensation does not result in overtime. No one CNA Member Representative shall use more than fifty percent (50%) of the CNA Member Representatives' Bank. The bank hours used will be in accordance with the provisions of this article, and CNA Member Representatives are required to report all bank hours on their time cards.

It is further agreed that CNA Member Representatives will conduct all other Union business, except for time spent in negotiations when scheduled to work, on their own time.

Sec. 2003 **CNA Member Representatives:** The County affirms the right and recognizes the necessity of the Union to designate Per Diem Employees as CNA Member Representatives. Further, Management recognizes that CNA Member Representatives are the official on-site representatives of the Union and commits that no CNA Member Representative will be unlawfully discriminated against because of the exercise of his/her rights and duties. It is also agreed by the County and the Union that the purpose of all Union representatives is to promote an effective relationship between the County and the Union by assisting in settling grievances at the lowest possible level of the grievance procedure.

A. The Union may designate CNA Member Representatives to represent Per Diem Employees in the processing of grievances, at Weingarten meetings, and in hearings pertaining to dismissal pursuant to PRR 2326.

1. The Union, on a quarterly basis, shall furnish the Director-Human Resources and the Director of Nursing with a written list identifying by name and assigned work areas all CNA Member Representatives and the list shall be kept current by the Union. There shall be no more than two CNA Member Representatives.

2. The Union will designate as a CNA Member Representative only Per Diem Employees who have passed an initial probationary period.

B. Representational Duties:

1. When requested by a Per Diem Employee, and utilizing CNA Member Representatives' Bank Time, a CNA Member Representative may assist in the preparation and presentation of informal and formal grievances and Weingarten meetings on County time.
2. After notifying and receiving approval of his/her immediate supervisor, a CNA Member Representative shall be allowed reasonable time off during working hours (without loss of time or pay), drawn from the CNA Member Representative's Bank, to present such formal grievances. The CNA Member Representatives' immediate supervisor will authorize the CNA Member Representative to leave his or her work unless compelling circumstances require refusal of such permission, in which case the immediate supervisor shall inform the CNA Member Representative of the reasons for the denial and establish an alternate time when the CNA Member Representative can reasonably be expected to be released from his or her work assignment. Where this prohibition extends beyond one (1) working day, the time limits of the grievance procedure shall be extended for the length of the delay.
3. When a CNA Member Representative desires to contact a Per Diem Employee at his/her work location, the CNA Member Representative shall first contact the immediate supervisor of that Per Diem Employee to make an appointment, advise him/her of the nature of the business, and obtain permission to meet with the Per Diem Employee. The immediate supervisor will make the Per Diem Employee available promptly unless compelling circumstances prohibit the employee's availability, in which case the supervisor will notify the CNA Member Representative when he/she can reasonably expect to contact the Per Diem Employee. Where this prohibition extends beyond one (1) working day, the time limits of the

grievance procedure shall be extended for the length of the delay.

4. Interviews or discussions with a Per Diem Employee and a CNA Member Representative during working hours will be handled expeditiously. A CNA Member Representative is authorized by the Union to act on behalf of CNA regarding grievances and work condition issues related to the area of representation.
5. The CNA Member Representatives shall be required and held accountable to complete their usual work assignments and shall not be authorized to work overtime to accomplish work, which would otherwise be part of his/her normal assignment. The CNA Member Representatives are required to report all CNA Member Representatives' Bank Time used on their timecard.
6. It is understood by the parties that distribution of Union information is not an eligible use of CNA Member Representatives' Bank Time.

Sec. 2004 **Negotiation Committee:** The committee authorized by CNA to meet and confer or negotiate collectively shall consist of the local Chapter's Chief Nurse Representative, and not more than two (2) other Per Diem Employees who will be compensated for hours spent in scheduled negotiations when scheduled to work. Such Per Diem Employee members will be paid by the County for the time spent in negotiations with management, but only for those hours they would otherwise have worked. Meetings shall be held between 8:00 a.m. and 5:00 p.m. whenever possible and at a time and place mutually acceptable to all parties.

Sec. 2005 **Employee Orientation:** CNA may participate in training or orientation sessions for employees in the Health Care Agency. A representative of CNA will be allowed 30 minutes at the conclusion of the first day of New Employee Orientation to meet with any CNA represented staff.

Sec. 2006 **Employee Lists:** The County shall furnish CNA, on a biweekly basis a listing of new Per Diem employees hired and Per Diem employees terminated within CNA's bargaining unit.

Sec. 2007 **Association Sponsored Deductions:** In the event CNA wishes to utilize a new payroll deduction code for a union-sponsored activity,

CNA shall make a request of the County Auditor-Controller. Dependent upon the availability of additional codes and the agreement of the Auditor-Controller, the new code may be instituted. Upon such approval, CNA shall pay in advance to the County Auditor-Controller the sum of nine hundred fifty dollars (\$950) for activating the code. Existing codes and changes shall be processed without cost to the Association. The County and CNA agree that both parties shall be saved, indemnified, and held harmless from any liability due to errors and omissions arising out of the other party's use of the CNA-sponsored deductions codes.

Sec. 2008 **Interdepartmental Messenger Service (Brown/Grey Mail):** The County's interdepartmental messenger service (brown/grey mail) may be used for individual business-oriented communication between employees who are represented by CNA and between the paid staff of CNA and such employees, provided that:

- A. Paid staff of CNA shall pick up and deliver all messages being communicated outside the County's normal distribution route.
- B. All mass communications intended for broad departmental distribution shall be submitted for approval by the County Executive Officer or his designee prior to actual distribution.

Sec. 2009 **Meeting Space:** Upon written request of CNA, the County may provide meeting space outside working hours, provided such place is available and CNA complies with all departmental rules and policies of the Board. Requests for use of facilities will be made in advance to the department head and will indicate the date, time, and general purpose of the meeting and facilities needed. Assuming full compliance by CNA with the requirements of this Section, once written approval is granted, CNA shall not subsequently be denied use of the promised meeting space.

Sec. 2010 **Bulletin Boards:** The County will designate at least one (1) bulletin board or a portion of an existing bulletin board in each worksite in which a CNA-represented member works, for the exclusive use of CNA. The space allotted shall not be less than 2' x 3' or more than 3' x 4'. A copy of all material to be displayed upon the bulletin board shall be provided to the Department/ Agency Head or his designated representatives prior to placement on the bulletin board. If the Department Agency Head objects to the contents of such material, he shall immediately notify CNA staff or its representative. Such material shall not be placed on the board, until the dispute is resolved. If agreement cannot be reached

between CNA and the Department/Agency Head, the matter shall be immediately referred to the Director - Human Resources for resolution. If either party objects to the decision of the Director - Human Resources, he has the alternative of filing an unfair labor practice charge before the Civil Service Commission. CNA is responsible for posting material upon the designated bulletin board and for neat and orderly maintenance thereof. Such material shall be signed and dated by a steward, officer, or staff member of CNA. Any material not meeting the above criteria shall be promptly removed.

Sec. 2011 **Access:** CNA paid labor representatives shall be granted access to County facilities, in accordance with this Article, upon directly notifying the Director of Nursing (for VCMC) or appropriate Division Manager for Behavioral Health and Public Health or designated management representative and after advising said authority of the general nature of the business. The Association will not meet with Per Diem nurses during scheduled work time, in nursing units, and shall not disrupt or interfere with the duties and operations of the workplace.

Requests to access non-work areas shall be made by personally contacting the appointing authority or designated management representative as far in advance as possible, but at minimum 24 hours prior to being on site. The Labor Representative shall comply with security measures and precautions pertaining to facility access. The appointing authority shall not unreasonably withhold timely access. The appointing authority shall ensure that there is at all times someone designated who shall have full authority to approve access. If a request is denied, the appointing authority or designated representative shall establish a mutually agreeable time for access to the employee.

CNA Labor Representatives shall not be required to notify the County when accessing public areas, i.e., cafeteria at both hospitals, during hours open to the public.

CNA Labor Representatives granted access shall limit such visits to a reasonable period of time, taking into consideration the nature of the grievance or appeal or other representation activity. CNA Labor Representatives shall be provided access to non-work areas such as conference rooms and cafeteria to conduct representation activities during nurses' non-work time.

(Refer to Exhibit C for supplemental agreement related to Access.)

Sec. 2012 **Assignment Despite Objection Forms:** In accordance with the ethical, legal and professional responsibility of the registered nurse to act as a patient advocate, Assignment Despite Objection forms, or similar written notifications, shall be submitted to the nursing manager or supervisor on duty when in the professional judgment of the registered nurse, a patient or patients are potentially at risk due to any of the following reasons, unsafe staffing, unsafe environment or inappropriate placement due to the level of care needed. Nursing administration recognizes the registered nurses' right to act as a patient advocate and will receive and accept such notification as an objective tool to improve overall patient care. This section is not subject to the grievance procedure set forth in Article 21.

ARTICLE 21 GRIEVANCE PROCEDURE

Sec. 2101 **Definition:** A grievance shall be defined as a dispute by an employee or a group of employees, concerning the application or interpretation of:

- A. The terms of this Agreement.
- B. The sections of the Personnel Rules and Regulations incorporated into this Agreement as set forth herein.
- C. Existing written policies affecting an employee's terms and conditions of employment.

Sec. 2102 **Matters Excluded From The Grievance Procedure:** Except as provided in Section 2101, all other matters are specifically excluded from this procedure including, but not limited to, complaints which arise from the following:

- A. All disciplinary hearings pertaining to dismissals and/or disciplinary actions.
- B. All appeals arising from examinations.
- C. Performance review evaluations.
- D. Those which would require modification of a policy established by the Board of Supervisors or by law.

- E. Ventura County Personnel Rules and Regulations not specifically included herein in whole or by reference.
- F. Any aspect of the 457 Deferred Compensation Plan and/or its real or potential benefit as provided by Section 1401.

Sec. 2103 **Procedure:**

- A. Informal Discussion
 - 1. Within twenty-one (21) calendar days from either the date of the action causing the complaint, or the date upon which the grievant first became aware of the action causing the complaint, whichever occurred first, the grievant shall discuss his complaint in a meeting on County time with his immediate supervisor. In the case of a complaint of illegal discrimination, the employee has the option of discussing it with a member of the Department/Agency Affirmative Action Committee or the Department/Agency Affirmative Action Officer.
 - 2. Within seven (7) calendar days from the day of discussion with the employee, the immediate supervisor shall orally reply to the employee's complaint.
- B. Formal Complaint-Step 1, Immediate Supervisor:
 - 1. Within seven (7) calendar days of receipt of the answer from the immediate supervisor in an informal complaint, an employee shall file a formal written grievance. A grievance shall not be deemed to be properly filed unless it is completed on an official and appropriate form, furnished by the County or the California Nurses Association. Such written grievance shall:
 - a. Fully describe the grievance and how the employee was adversely affected;
 - b. Set forth the section(s) of the Agreement, Personnel Rules and Regulations and/or written policies violated;
 - c. Indicate the date(s) of the incident(s) grieved;
 - d. Specify the remedy or solution to the grievance sought by the employee.

2. Within seven (7) calendar days of the receipt of the formal written grievance the immediate supervisor shall give his decision in writing to the employee on the original copy of the grievance. As part of that response, the supervisor shall also specify where, to whom, and the final date by which an appeal of his decision must be filed.

C. Formal Complaint-Step 2, Division Head

1. Within seven (7) calendar days from his receipt of the decision at Step 1, the employee may appeal to his division head. The original copy of the grievance form shall be submitted.
2. Within seven (7) calendar days from receipt of the grievance, the division head shall meet with the employee. The employee may be accompanied by his designated representative at such a meeting. Within seven (7) calendar days after the meeting, the Division Head shall give his answer in writing. As part of that response, the Division Head shall also specify where, to whom, and the final date by which an appeal of his decision must be filed.

D. Formal Complaint-Step 3, Agency/Department Head or His Designated Representative

1. Within seven (7) calendar days from his receipt of the decision at Step 2, the employee may appeal to the Agency/Department Head or His Designated Representative. The original copy of the grievance form, with the reasons in writing for his dissatisfaction with the answer given by the division head, shall be submitted.
2. Within seven (7) calendar days after receiving the completed grievance form, the Agency/Department Head or His Designated Representative shall meet with the employee and, at the employee's option, the employee's representative, and they shall thoroughly discuss the grievance. The Agency/ Department Head or His Designated Representative shall give his written decision to the employee within fourteen (14) calendar days after the discussion.

E. Formal Complaint-Step 4, County Executive Office, Division of Labor Relations

1. Within seven (7) calendar days from his receipt of the decision at Step 3, the employee may appeal to the County Executive Office, Division of Labor Relations. The original copy of the grievance form, with the reasons in writing for his dissatisfaction with the answer given by the agency head, shall be submitted.
2. Within seven (7) calendar days after receiving the completed grievance form, a representative from the County Executive Office, Division of Labor Relations shall meet with the employee and, at the employee's option, the employee's representative, and they shall thoroughly discuss the grievance. The County Executive Office, Division of Labor Relations representative shall give his written decision to the employee within fourteen (14) calendar days after the discussion. On matters that do not concern or involve the interpretation or application of the specific terms and provision of this Agreement or past practice within the department/agency, the written decision of a representative from the County Executive Office, Division of Labor Relations shall be final as to the disposition of matters within his authority.

Sec. 2104 **Waiver And Limits:** Grievances may, by mutual agreement, be referred back for further consideration or discussion to prior steps or advance to a higher step in the grievance procedure. Time limits specified in the grievance procedure of this Agreement may be waived by mutual written agreement. Should the County fail to respond orally and/or in writing when required within the specific time limits, the grievance shall be automatically progressed into the next step of the grievance procedure. Likewise, should CNA and/or the grievant fail to initiate or appeal any grievance within the specific time limits, the grievance shall be considered resolved on the basis of the County's last response and/or considered waived and abandoned for all purposes.

Sec. 2105 **Time Off For Grievance Resolution:** An employee who has filed a written grievance shall be given a reasonable amount of time off with pay by his appointing authority to process, prepare and resolve his grievance.

Sec. 2106 **Responsibility And Authority Of Respondents:** Respondents at each level of the grievance procedure are empowered to resolve disputes only by properly applying existing provisions of this Agreement; they cannot alter, amend, change, add to or subtract from any of the terms of this

Agreement. Thus, an improper response by an organizational subordinate shall not bind his organizational superior and an improper response by a representative of the County shall not bind the County.

ARTICLE 22
FULL UNDERSTANDING, MODIFICATION WAIVER

- A. This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.
- B. It is the intent of the parties that this Agreement be administered in its entirety in good faith during its full term. It is recognized that during such term, it may be necessary for Management to make changes in rules or procedures affecting the employees in the Unit. Where Management finds it necessary to make such change, it shall notify CNA indicating the proposed change prior to its implementation.

Where such change would significantly affect the working conditions in the unit, where the subject matter of the change is subject to negotiations pursuant to the Meyers-Milius-Brown Act, and where CNA requests to negotiate with Management, the parties shall expeditiously undertake negotiations regarding the effect the change would have on the employees in the unit.

Nothing herein shall limit the authority of Management to make necessary changes required during emergencies. However, Management shall notify CNA of such changes as soon as practicable. Emergency is defined as an unforeseen circumstance affecting life or property requiring immediate implementation of the change.

Where Management makes any changes in working conditions because of the requirements of federal or state law, the County shall not be required to renegotiate the matter or manner of compliance with such law where the manner of compliance is specified by such law.

- C. Except as specifically provided herein, it is agreed and understood that each party voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required, to negotiate with respect to any subject or matter covered herein or with respect to any other matters within the scope of negotiations during the term of this Agreement.

- D. Any agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if required, approved and implemented by County's Board of Supervisors.
- E. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.
- F. Management may exercise its right to use a time and attendance system, which will integrate with the VCHRP payroll system. This system will not include an employee locator system.

ARTICLE 23 **AUTHORIZED AGENTS**

For the purpose of administering the terms and provisions of this Agreement:

- A. Management's principal authorized agent shall be the Director-Human Resources or his duly authorized representative.
- B. CNA's principal authorized agent shall be the Chief Nurse Representative or his/her duly authorized representative.

ARTICLE 24 **STATE DISABILITY INSURANCE**

The parties agree that, subject to ratification by the Per Diem Unit employees and the Board of Supervisors adoption of this agreement, the Per Diem Unit shall participate in the SDI program. The Per Diem Employees shall pay all costs of SDI coverage.

ARTICLE 25 **PROVISIONS OF LAW**

It is understood and agreed that this Agreement is subject to all current and future applicable federal, state, and County laws and regulations. If any part or provision of this Agreement is in conflict or inconsistent with such applicable provisions of federal, state or County laws, rules and regulations or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended and superseded by such applicable law or regulations, and the remainder of this Agreement shall not be affected thereby.

ARTICLE 26
**COOPERATION WITH COMPLIANCE EFFORTS OF THE
VENTURA COUNTY MEDICAL CENTER (VCMC)**

CNA agrees to cooperate with VCMC as necessary so that VCMC may meet all requirements imposed by law or ordinance or established by the rules and regulations of any federal, state or local agency, department, commissions, association or other governing or advisory body having authority to set standards governing the operation of VCMC. CNA further agrees to fully cooperate with any compliance-related activities of VCMC, whether voluntarily initiated by VCMC or required by any federal, state, or local agency, including without limitation, attending training sessions and providing certifications as requested by VCMC.

The definition of VCMC as defined by the Office of Inspector General Integrity Agreement includes but is not limited to, employees of the Ventura County Medical Center, employees of the Behavioral Health Department, and employees of Health Care Agency Administration.

ARTICLE 27
WORKPLACE SAFETY

It is the goal of the County of Ventura to promote a safe environment for all people in the workplace. It is also the County's intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. In order for the County to achieve its goals, it adheres to all federal, state and local regulations in addition to having developed a workplace safety program outlining the policies and procedures regarding employee health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

While management (the workplace safety officer and Risk Management) will be responsible for developing and organizing this program, its success will depend on the involvement of each employee. Therefore, it's the responsibility of all employees to report all threatening behavior or unsafe conditions to management immediately.

The Professional Practice Committee may recommend in writing to the nurse manager representative on the Hospital Safety Committee that a particular health and safety issue affecting nurses be presented for consideration by the safety committee/officer. The Professional Practice Committee shall be notified regarding the outcome.

ARTICLE 28
HEALTH AND SAFETY

Health And Safety: The County of Ventura shall provide information and training to all CNA represented members on communicable illness and/or disease to which he/she may have routine workplace exposure. Information and training shall include the symptoms of diseases, modes of transmission, methods of protection, workplace infection control procedures, special precautions and recommendations for immunizations where applicable, and meet minimum standards as established by the Centers for Disease Control and the World Health Organization. Record of CNA-represented members having attended/participated in annual safety updates shall be kept by HCA.

The CNA-represented member is responsible for communicating with their manager any questions or concerns related to policy and procedure related to communicable disease.

All CNA-represented members shall be provided appropriate equipment and/or attire whenever the work conditions warrant such protection. The CNA-represented member is responsible for strictly adhering to hospital policy and CDC recommendation as applicable to this setting.

ARTICLE 29
REST AND MEAL PERIODS

Day shift CNA-represented members shall have one 30-minute unpaid lunch period. If a CNA-represented member is required to work or be available to work during the lunch period, such lunch period shall be paid as time worked and shall be deemed as time worked for the purpose of overtime. Prior to working through lunch period, the CNA-represented member must notify their immediate manager or if off hours, the nursing supervisor, at which time authorization for overtime will be made. The overtime will not be paid if prior notification has not occurred.

Reports regarding notification of missed lunch breaks will be reviewed by hospital nursing management on a monthly basis to determine staffing needs and the Patient Classification Committee, as needed.

SIGNATURE PAGE - PENDING

ARTICLE 11
EXTRA HELP/INTERMITTENT/FIXED TERM EMPLOYEES
(Amended and Adopted July 31, 1984)

Sec. 1101 Purpose: To provide regulations which govern the employment and compensation of extra help and intermittent appointees.

Sec. 1102 Reasons for Appointing:

- A. Extra Help Employees - The purpose for employing extra help employees is to cover peak workloads, emergency extra workloads of limited duration, necessary vacation relief and other situations which involve a fluctuating staff.
- B. Intermittent - The purpose for employing intermittent employees is where the workload requires periodic and fluctuating augmentation on a regular basis, yet does not warrant a full-time employee or cannot be handled by additional regular employees.
- C. Fixed Term Employees - The purpose of employing fixed term employees is to fill positions of a project of limited term as designated by the Director-Human Resources or ordinance of the Board of Supervisors.

Sec. 1103 Limitations:

- A. Extra Help Employment - No extra help employee may be employed unless the Director-Human Resources finds that the conditions set forth in Section 1102(A) are present. No extra help employee may be employed to fill a classified position for more than thirty (30) working days other than provided for in Section 1105, if there are at least three (3) persons eligible to be certified by the Director-Human Resources for that vacancy. No person shall be employed as an extra help employee for any purpose for more than 720 hours in any one fiscal year. The Director-Human Resources may grant special authorization upon extenuating circumstances to extend extra help employment periods after receiving written justification from the appointing authority. Such special authorization shall be in writing to the appointing authority and copies shall be sent to the Auditor/Controller and any appropriate employee organization. The Auditor/Controller shall not authorize payment to any extra help employee over 720 hours without such special authorization from the Director-Human

Resources. Whenever it is determined that the extra help employee does not meet the same qualifications required for regular classified employees, he shall be terminated from County employment.

- B. Intermittent Employment - No intermittent employee shall be hired unless the Director-Human Resources finds that the conditions set forth in Section 11-2 (B) are present. No intermittent employee may be employed to fill a classified position for more than thirty (30) working days other than provided for in Section 1105, if there are at least three (3) persons eligible to be certified by the Director-Human Resources for that vacancy. No person shall be employed as an intermittent employee for any purpose for more than 1664 hours in any one fiscal year. The Director-Human Resources may grant special authorization to extend intermittent employment periods upon receiving written justification from the appointing authority. Such special authorization shall be in writing to the appointing authority and copies shall be sent to the Auditor- Controller and any appropriate employee organization. The Auditor-Controller shall not authorize payment to any intermittent employee in excess of the periods specified herein without such special authorization from the Director-Human Resources.
- C. Fixed Term Appointments - No fixed term appointments shall be made to regular positions in the classified services.

Sec. 1104 Classification of extra Help Employees: A department or agency head may employ these employees in any classification authorized by the Director-Human Resources within the department or agency budget for such help.

Sec. 1105 Student Workers: Student workers are extra help employees but may be employed for more than ninety (90) days in any fiscal year.

Sec. 1106 Merit Increases: Extra help employees are not eligible for merit increases. Intermittent employees are eligible for merit increases on a prorated basis as range structure permits. This eligibility is at the discretion of the appointing authority and is not regarded as a right of the employee. Fixed term employees are eligible for merit increases.

Sec. 1107 Salary and Benefits:

- A. Extra Help - Extra help employees shall be compensated at the minimum of the salary range or otherwise as approved by the Director-Human Resources, and such compensation shall be considered as full compensation covering the value of vacation, sick leave, holidays and other benefits afforded regular employees.
- B. Intermittent - Intermittent employees shall be compensated at an appropriate step of the salary range and such compensation shall be considered as full compensation covering the value of vacation, sick leave, holidays, and other benefits afforded regular employees. Intermittent employees designated as "hospital employees" by the Director-Health Care Agency (according to the SEIU Memorandum of Agreement, Article 6, Section 601, and Article 11, Section 1104) will be eligible for overtime and night shift differential pay.
- C. Fixed Term - Except as otherwise provided in these articles, fixed term employees shall be treated as regular County employees.

Sec. 1108 Special Consideration/Intermittent Only:

- A. Intermittent employees shall be selected from an established eligible list, and be subject to the same selection criteria as regular employees.
- B. Employees working in intermittent positions, if certified to the department and employed off a regular eligible list, shall not be required to re-compete or be re-certified to transfer to regular status.
- C. Every intermittent employee shall be required to serve and pass a probationary period of 1040 hours. Upon successful completion of 1040 hours, he/she shall be eligible for compensation at an hourly rate above the first step and shall be dismissed only for cause, as specified in Ventura County Ordinance, Code Section 1234-1.4.13.1, during the period prior to the 1664 hours per year limitation or authorized extension. Such an intermittent employee shall have the right to a hearing to contest his/her dismissal in accordance with the procedure set forth in Section 2326 of these rules.

- D. Nothing contained herein shall be construed to grant regular or civil service status to any intermittent employee, nor shall it be construed to be any guarantee of assigned work hours.

Sec. 1109 Special Considerations/Expiration of Fixed Term Appointment:

All appointments to Fixed Term positions shall expire at the end of the term designated at time of appointment; persons so separated from the service shall not be eligible for re-employment and/or reinstatement as defined in these rules, but shall be eligible for appointment to regular positions (i.e., certified to the departments).

Sec. 1110 Benefits that have been paid to extra help employees, other than those stated in Section 1107, shall cease as of September 9, 1984.

Index

7

7(j) Exemption.....10

A

Access.....20

ADDITIONAL EMPLOYEE

BENEFITS.....12

Agency/Department Head.....5,23

Association Business And Paid

Work Time.....15

Association Sponsored

Deductions.....18

AUTHORIZED AGENTS.....26

B

Bilingual Premium Pay.....5

Board of Supervisors 1,5,7,
.....12,15,21,25,26

Bulletin Boards.....19

C

CFRA.....11

Charge Nurse Premium Pay.....7

Classification.....2

CNA 1,2,5,12,13,15,16,
.....17,18,19,20,24,25,26,27,28

CNA Member Representatives.....15

CNA RIGHTS.....15

Compensation Schedule.....3

Continuing Education-Health

Personnel.....13

COOPERATION WITH

COMPLIANCE OF THE.....26

County Auditor-Controller..... 7,18,19

County Contribution..... 12

County Executive Office.....23,24

County Executive Officer.....5

COUNTY RIGHTS.....15

D

Deferred Compensation.....12,21

Direct Deposit.....13

Director-Human Resources 5,8,9

.....16,19

Director of Nursing.....16,20

E

Employee Acknowledgement Of

Material Placed In12

Employee Lists.....18

Employee Orientation.....18

Evening And Night Shift Differential

Premium Pay.....6

F

Fair Labor Standards Act.....10

Float Nurse7

FLSA.....10

FMLA.....11

Full Right Of Inspection Of File About

The Per Diem Maintained By The

County.....12

FULL UNDERSTANDING,

MODIFICATION WAIVER.....25

G

GRIEVANCE PROCEDURE.....21

H

HCA.....13,14,28

Health Care Agency.....13,18,27

HEALTH INSURANCE.....7

HEALTH AND SAFETY..... 28

Holiday Policy.....11

HOLIDAYS.....11

I

IMPLEMENTATION.....1

In-Service Training For Nurses.....13

Interdepartmental Messenger

Service19

L

LEAVES OF ABSENCE.....11

M

Matters Excluded From The Grievance

Procedure.....21

Meeting Space.....19

Merit Increases Within The Pay/Salary

Range..... 4

Index

Mileage Reimbursement.....7

N

Necessary And Actual Expenses.....7
 Negotiation Committee.....18
NO STRIKE/NO LOCKOUT.....15
NON-DISCRIMINATION.....15
 Nurse Practice Act.....14
 Nursing Administrative Team.....14
NURSING PROCESS
 STANDARDS/RATIOS.....14

O

Operating Room Leave.....13
OTHER COMPENSABLE
 BENEFITS.....7
OVERTIME.....10

P

Parking Space.....12
 Patient Classification Committee
 (PCC).....14,28
 Pay on Termination.....4
 Pay Range Changes.....4
 Pay/Salary Increases3
 Payroll/Human Resources
 System Reopener.....5
 Per Diem 2,3,4,5,6,7,8
 9,10,11,12,13,14,16,17,18,20,26
 Per Diem Status To Regular
 Status.....13
 Personal Property Reimbursement
 Policy.....8
PERSONNEL FILE.....12
 Personnel Rules and
 Regulations.....2,12,21,22
 Policy-Limitation On Overtime.....10
PREMIUM PAY.....5
 Privatization/Change In Ownership
 Notification.....13
PROBATIONARY PERIOD.....11
 Professional Practice Committee
 (PPC).....14,27
PROVISIONS OF LAW.....26

R

Ratios.....14
RECOGNITION.....2
 Regular Pay Day.....4
 Responsibility And Authority Of
 Respondents.....21
REST AND MEAL PERIOD.....28
RETIREMENT.....2

S

Safe Harbor Retirement Plan.....2
SALARY PLAN.....2
 SDI.....26
 Serving As Witness.....12
 Special Equipment Or Clothing.....13
 Standby Premium Pay.....6
STATE DISABILITY
 INSURANCE.....26
 Successor Agreement.....1

T

TERM.....1
 Time Off For Grievance
 Resolution.....24

U

Union Business/C.N.A. Representatives
 Time.....16

V

VCMC.....7,20,27
 VCPRR.....2,3
 Ventura County Health Care Plan
 (VCHCP).....7
 Ventura County Medical Center.....10,27
 Ventura County Ordinance.....11

W

Waiver And Limits.....24
 Weekends Worked.....7
WORKPLACE SAFETY.....27