

Know Your Rights



According to our current contract, the hospital is supposed to correct their payroll errors in excess of \$50 within three days. When this happens, the only way to ensure that the hospital issues a check for money owed is to keep their feet to the fire. When you receive your paycheck, you should:

- Look at your Kronos report to make sure all your hours and pay are correct.
- If you find an error, submit a completed payroll discrepancy form to your manager.
- Let the hospital know that you expect a check within three days.

If you are not able to inspect your Kronos on a weekly basis, or if the hospital does not provide a check to you within three workdays, talk with a steward or union representative.

PAY CHECK ERRORS

A paycheck error resulting in an underpayment in excess of \$50.00 that is a result of an error made by the facility shall be corrected, with a check issued, within three (3) weekdays from the date an employee submits a completed payroll discrepancy form to his or her department manager (or designee in the absence of the manager).



Paycheck errors in any amount that are due to an error made by the employee (including, but not limited to failure to clock in or out) and errors in amounts less than \$50.00 that are a result of an error made by the facility will be corrected on the first payroll check distributed at five (5) or more days after submission of the payroll discrepancy form. The foregoing does not imply a grace period for late or missing paychecks, which must be remedied consistent with the law.

No later than 5:00 p.m. Friday of each week, each Department will print or provide employees with access to the Kronos report so that employees will have an opportunity to review and report any errors that may have occurred. The Hospital will correct payroll errors that occur over the weekend immediately preceding the close of the pay period.

The hospital is also now supposed to provide periodic information which will help us understand our paycheck and better inform us on sick leave accrual, vacation and deductions.

PAY DAY

44.3 The Hospital will periodically and upon request provide employees with information necessary to interpret any codes or abbreviations on the employee's pay stub.

44.4 The Hospital shall provide each employee with his/her sick leave accrual on each pay check.

What's Happening at West Hills?

We welcomed two new stewards – Kathleen Burke in the ER and Laura Keith in COU.

The Hospital is supposed to meet with our Union to discuss implementing a Clinical Ladder. If you would like to serve on the committee that will develop our Clinical Ladder, contact Judith Serlin, SEIU Local 121RN at (213) 247-4584 or serlinj@seiu121rn.org.

During the past few months, our Union has been busy representing employee interests at Staffing Issues Committee meetings, Labor Management meetings and handling grievances.

Grievances

We won a contract; now we must make sure our managers respect and adhere to the contract.

Missed Breaks and Lunch

RNs who work 12 hours should receive three 15-minute breaks and one 30-minute uninterrupted lunch. Over the past year, RNs throughout the hospital have filed multiple grievances over the hospital's refusal to pay for missed breaks or lunch. The hospital is now paying RNs who miss their rest or meal period, but we continue to grieve this issue. For instance, when the House Supervisor or a Director won't sign the missed break/meal period form, a grievance should be filed. If you miss a rest or meal break, fax a copy of your missed break or meal form to the Union office at (818) 760-8039.

In many units, the hospital has required the House Supervisor to sign off on the "no break / no lunch" form. If RNs do not have time to take a break or lunch, they certainly do not have time to track down a house supervisor. Our Union has brought this concern to HR for clarification and we are waiting for a response.

Paycheck Errors

The RN management team agreed to

follow our contract and pay employees (when the hospital makes a mistake on the pay check) within three work days. Management has acknowledged that they should be following the contract.

Call Off

The hospital failed to follow the call off order in the contract, calling off a full-time RN before a per diem. The manager agreed that she had called off the RN in the incorrect order but only agreed to pay the RN after a grievance was filed.

Distribution of Shifts

If you believe you should be awarded the shift, it pays to check it out and then to grieve incorrect shift assignments. A number of RNs have raised the issue and it has paid off for them. If you are signed up to work an available shift and are not selected to work the shift when you believe you should have been, talk with a steward.

Staffing Issues Committee

At Staffing Issues Committee, RN representatives Sandra Gill, Med/Surg, and Susan Schneider, Ambulatory Infusion, have addressed staffing concerns in Med/Surg and COU. According to the acuity system, the hospital is supposed to provide the Med/Surg unit with a set number of CNAs regardless of the number of admits. Our Union has asked that the hospital consider admits when it schedules CNAs. Still waiting for an answer.

The hospital introduced a pilot program in which COU RNs were required to work in ER in the Chest Pain Center. We were told that the hospital was reviewing the program to determine whether to adopt it permanently. In the meantime, we made a number of suggestions based on comments we heard from COU RNs.

If you have an issue you would like addressed at the Staffing Issues Committee, talk to Sandra or Susan.