

**Side Letter Agreement**  
**TEAMSTERS LOCAL 1932**  
**IN-HOUSE REGISTRY (IHR) PILOT PROGRAM**  
**NURSES SUPERVISORY AND MANAGEMENT UNIT**

Side Letter Extension:

The County and Teamsters 1932 (Teamsters) mutually agree to extend the In-House Registry (IHR) Pilot Program. The extension of the IHR Pilot Program will be effective from January 10, 2025, through February 28, 2027.

The parties agree to meet and confer within six (6) weeks from the date of Board Approval of this Side Letter Agreement extension, at the request of Teamsters, to discuss the progress of this Side Letter. All provisions of the original In-House Registry (IHR) Pilot Program side letter will remain in effect during the duration of this extension, with the exception of the IHR Bonus Payments which have previously sunset.

The attached document is the original side letter language and has been attached here for ease of use.

Date Agreed: 1/22/2025

San Bernardino County



Leo Gonzalez  
Human Resources Director/  
County Labor Relations Chief

Teamsters Local 1932

DocuSigned by:  
*Natalie Harts*  
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1/21/2025

Natalie Harts

**Side Letter Agreement  
TEAMSTERS LOCAL 1932  
NURSES SUPERVISORY AND MANAGEMENT UNIT  
IN-HOUSE REGISTRY (IHR) PILOT PROGRAM**

**Introduction:**

The County proposes to establish a Pilot In-House Registry (IHR) Program. This program will expire on January 13, 2023, unless mutually agreed to by the County and the Teamsters Local 1932 (Teamsters) to extend the program. The IHR Program is being developed to reduce the utilization of outside temporary staffing services for short notice staffing needs provided by the ARMC Central Staffing Office (ACSO) or the Sheriff's Correctional Facilities Point of Contact (POC). Specifically, it is the intent to utilize IHR to cover short staffing needs caused by such things as call-offs, absences, unanticipated increases in-patient census, etc.

It is not the intent to change the current County policy/practice for filling overtime shifts in units.

**Departments:**

Only the Arrowhead Regional Medical Center (ARMC) and San Bernardino County Sheriff's Department are authorized to participate in the In-House Registry program.

**Eligibility:**

- a) In order to be eligible for the IHR compensation, the employee must be assigned an IHR designated shift and must be in the following classification(s):
  - Assistant Unit Manager I
  - Assistant Unit Manager I Specialty Care
  - Assistant Unit Manager I Specialty Critical Care
  - Assistant Unit Manager II
  - Assistant Unit Manager II Specialty Care
  - Assistant Unit Manager II Specialty Critical Care
  - Case Management Supervisor
  - House Supervisor
  - Sheriff's Nurse Supervisor I
  - Sheriff's Nurse Supervisor II
- b) Eligible employees at ARMC shall only be eligible to work in those areas for which the employee has demonstrated a competency that has been validated and in which the employee is competent.
- c) IHR may be used for, but not limited to, the following ARMC in-patient specialty and critical care service areas: Med/Surg, Med-Surge/Tele, Critical Care (Neuro Cardiovascular Intensive Care, Surgical Intensive Care Unit, Medical Intensive Care Unit, Burn, Emergency Department and Post-Anesthesiology Care Unit for Intensive Care Unit holding, Cath Lab, IR, Pre-Operative Hold and Operating Room, Post-Anesthesiology Care Unit, Gastro-Intestinal Lab, Pain Clinic) Maternal/Child Health (MCH - Labor & Delivery, Post Partum-Couplet Care, Neonatal Intensive Care Unit, Pediatrics, Nursery), Emergency, Trauma, Dialysis, Behavioral Health, and Case Management.
- d) The following indicators are measures or predictors of changes in demand and/or resource availability that may result in the use of the IHR rate:

| Department    | Indicator                                                                                                             |
|---------------|-----------------------------------------------------------------------------------------------------------------------|
| ARMC Hospital | No coverage or break relief - Unit Manager identifies schedule coverage deficient impacting coverage or break relief. |
|               | Charge Nurse Patient Assignment - Charge nurse reassigned temporarily to provide patient care.                        |

|                             |                                                                              |
|-----------------------------|------------------------------------------------------------------------------|
|                             | <i>Nursing Ratios - Nurse to patient ratio exceeds established standard.</i> |
| <i>Sheriff's Department</i> | <i>High call-offs, vacancies, or absences. Department discretion</i>         |

- e) The establishment of an IHR program is not intended as a guarantee of work.

**Registration:**

All IHR shifts must be recorded with the ACSO. An employee may sign up for an IHR shift ahead of time or in cases where signing up ahead of time is not feasible, the employee, unit manager, or designee must notify the ACSO of all IHR shifts in advance, but no later than the start of the IHR shift. At initial sign-up, employees shall provide the ACSO the service line in which they would like to work and their availability (i.e., dates and shifts) for the following work period. After initial sign-up, employees will be required to contact the ACSO in advance to provide their availability for the following work period. Employees may change their availability during a work period by contacting the ACSO.

Sheriff's Nurse Supervisors at a Sheriff's Correctional Facility shall contact the POC schedule coordinator to provide availability.

**Removal from IHR Program:**

An employee may be removed from the IHR program if they do not report or refuses an otherwise reasonable request to report to an IHR shift they previously requested. Removal from IHR Program may be appealed to the Human Resources Business Partner (HRBP) for the respective department.

In addition, an employee may be removed from the IHR program if there are performance or job-related disciplinary issues in the course of their employment with the County.

**Timekeeping:**

Employees will sign in and out on the IHR Log, clock in/out for their shift and code their time using designated TRC codes on the timekeeping system. At the end of the pay period, hours worked will be verified with the appropriate supervisor/manager in the unit that the employee worked an IHR shift.

**IHR Compensation:**

IHR rate will be a differential at a rate of double time.

An IHR shift is defined as one extra shift, or portion of a shift (minimum of 2 hours for shift), of actual hours worked in addition to an employee's regularly scheduled hours (e.g., an employee regularly scheduled at the hospital for 72/80 hours will receive the IHR rate only for extra shifts, or portion of a shift, of actual hours worked above these hours. Sheriff's Nurse Supervisors regularly scheduled at a Sheriff's Correctional Facility for 80 hours will receive the IHR rate only for extra shifts worked above these hours).

If an employee calls off (e.g., personal reasons), calls in sick, or takes any leave time (holiday, vacation, education) that is not pre-scheduled on a regularly scheduled shift(s), the employee will no longer be eligible for the IHR compensation, for that pay period. Pre-scheduled means that the holiday, vacation, education was approved at the time the schedule was posted. Employees sent home due to low census will not be disqualified for IHR, but must still comply with all other requirements.

Compensation at the IHR rate is contingent upon the employee reporting for duty and working regularly scheduled hours during the pay period that the employee works an IHR shift (not including hours placed on stand-by).

Department shall continue to fill shifts on the schedule with regular, registry, travelers, and per diem staff when necessary.

Effective Date:

The IHR program will be effective the pay period following Board approval.

Date Agreed: 6-16-22

County

Leo Gonzalez

Leo Gonzalez  
Deputy Director/Labor Relations Chief

Teamsters

N. Harts

Print and Sign Staff  
Coordinator