

# Side Letter Agreement

SEIU Local 721

## IN-HOUSE REGISTRY (IHR) PILOT PROGRAM

### Introduction:

The County proposes to establish a Pilot In-House Registry (IHR) Program. This program will expire one year after board approval, unless mutually agreed to by the County and SEIU Local 721 (SEIU) 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 department. 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) is authorized to participate in the In-House Registry program.

### Eligibility Requirements:

- a) To be eligible for the IHR compensation, the employee must be assigned an IHR designated shift and must be in the following classification(s):

Job Code	Classification
18121	Respiratory Care Practitioner III
19300	Physical Therapist II
19301	Lead Physical Therapist
16413	Per Diem – Physical Therapist II
19290	Occupational Therapist II
19291	Lead Occupational Therapist
16397	Per Diem – Occupational Therapist I
16398	Per Diem – Occupational Therapist II
20024	Speech Therapist
19292	Lead Speech Therapist
16414	Per Diem – Speech Therapist
12021	Clinical Lab Scientist II
12022	Clinical Lab Scientist III
12026	Per Diem – Clinical Laboratory Scientist
03570	Cytotechnologist

Employee must sign up for IHR Program.

- b) All IHR shifts must be scheduled and pre-approved shifts.
- c) 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:
- (1) The Director/Manager or departmental designee is balancing the department schedule and filling in pre-existing schedule slots
  - (2) There is an unforeseen and immediate need for a complete shift, due to a call-off i.e. sick, unplanned leave

- (3) There is an additional shift being added to cover a patient care need, i.e. extended delays, offering weekend services.
- d) Per Diem Requirement: Per Diem employees may be eligible for IHR compensation provided they have worked a minimum of 72 hours in the pay period. Per Diems will follow all other establish IHR criteria.

IHR Compensation:

IHR will be at a rate of two (2) times base rate.

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.

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.

While working an IHR shift, employees are not eligible for Return-to-Work Compensation, Medical Support Weekend Differential and Laboratory Technologist Night Standby Duty Pay.

Date Agreed: \_\_\_\_\_

San Bernardino County

SEIU

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Leo Gonzalez  
Deputy Director/Labor Relations Chief

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Eloy Alvarez  
Regional Director