

Side Letter Agreement
TEAMSTERS LOCAL 1932
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 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 department 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 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
18119	Respiratory Care Practitioner
18185	Per Diem – Respiratory Care Practitioner
16905	Pulmonary Function Specialist
19637	Special Procedures Radiologic Technologist II
19638	Special Procedures Radiologic Technologist III
19639	Per Diem – Special Procedures Radiologic Technologist
18014	Radiologic Technologist II
18015	Radiologic Technologist III
18017	Per Diem – Radiologic Technologist
21006	Ultrasound Technologist II
21007	Ultrasound Technologist III
21013	Per Diem – Ultrasound Technologist
14018	Nuclear Medicine Technologist
14019	Per Diem – Nuclear Medicine Technologist
12156	Licensed Vocational Nurse II <i>(who provide direct patient care & patient assignments)</i>
12157	Licensed Vocational Nurses II – Corrections
12154	Per Diem – Licensed Vocational Nurse <i>(who provide direct patient care & patient assignments)</i>
16340	Psychiatric Technician I <i>(who provide direct patient care & patient assignments)</i>
16341	Psychiatric Technician II <i>(who provide direct patient care & patient assignments)</i>
14045	Patient Care Assistant
03337	Per Diem – Patient Care Assistant
03333	Emergency Room Technician
03325	Lead Emergency Room Technician
15034	Surgical Technician

Job Code	Classification (con't)
15044	Per Diem – Surgical Technician
19168	Dialysis Technician
19201	Per Diem – Dialysis Technician
03335	Care Assistants <i>(who provide direct patient care & patient assignments)</i>
19610	Social Worker II
03040	Sterile Processing Technician I
03041	Sterile Processing Technician II
03044	Sterile Processing Technician – Per Diem
03343	ARMC House Supervisor-Per Diem
08070	Hospital Unit Assistant
04916	Neurodiagnostic Technologist I
04918	Neurodiagnostic Technologist II
08060	Histology Technician
12015	Laboratory Assistant
15015	Occupational Therapy Assistant
16395	Per Diem – Occupational Therapist Assistant
16155	Rehabilitation Services Aide
16156	Physical Therapist Assistant
16396	Per Diem – Physical Therapist Assistant
16364	Phlebotomist
16365	Supervising Phlebotomist
16393	Per Diem- Phlebotomist
18011	Radiology Supervisor
18083	Supervising Rehabilitation Therapist
18123	Respiratory Therapist
19860	Supervising Clinical Laboratory Scientist
19900	Supervising Respiratory Care Practitioner
26996	Contract Spec Procedures Rad Tech
27007	Contract Respiratory Care Practitioner
27177	Contract Ultrasound Tech
27277	Contract Radiological Tech
16905	Pulmonary Function Specialist

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 (84 hours for Licensed Vocational Nurses – Corrections) 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. Licensed Vocational Nurse II – Corrections regularly scheduled at a Sheriff’s Correctional Facility for 84 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.

While working an IHR shift, employees are not eligible for Return-to-Work Compensation, and Medical Support Weekend Differential.

Date Agreed: 2/17/2023

County

Leo Gonzalez
County Labor Relations Chief

Teamsters Local 1932

Carlos Gonzales
Business Agent