

**§ 999.5(d)(5)(E)**

Current Policies and Procedures on Staffing for Saint Louise Regional Hospital (“SLRH”)

Please see the attached for a description of SLRH’s current policies and procedures on staffing for patient care areas; employee input on health quality and staffing issues; and employee wages, salaries, benefits, working conditions and employment protections, including a list of all existing staffing plans, index of policy and procedure manuals, index of employee handbooks, collective bargaining agreements or similar employment-related documents.

## **Saint Louise Regional Hospital (“SLRH”)**

*Note that Daughters of Charity Health System refers to employees as associates or employees.*

### Staffing of Patient Care Areas

SLRH has established policies and procedures to ensure adequate staffing levels for its patient care areas. See the attached staffing documents for SLRH in Exhibit A.

### Employee Input on Health Quality and Staffing Issues:

All employees have a variety of ways to provide input to hospital leaders:

- Employees can bring up suggestions in monthly staff meetings, in meetings one on one with their immediate supervisor, and in all hands “town hall” meetings with the hospital CEO and other leaders.
- Employees may raise suggestions or concerns to human resources or, if represented by a labor organization, to their union steward.
- Hospital executives make rounds on associates, patients, and physicians for input on what is working well and what is not, to recognize associates for excellent performance or behaviors that reflect our Vincentian values, to share information and answer questions, and to discuss issues and concerns
- A toll-free telephone number or web site (“Values Line”) and incident reporting system is available to report concerns. Associates may anonymously report issues, concerns, or make suggestions.
- Committees with union members and hospital leadership are established to discuss and address bargaining unit member issues and concerns.
- Employee membership on medication safety, associate safety, and patient experience committees.
- SLRH periodically conducts an employee satisfaction and engagement survey and solicits employee input and feedback on the associate’s immediate supervisor; pay and benefits; hiring, promotion and opportunity; quality, competency and staffing; upper management, job engagement, and organizational engagement among other topics. Action plans are developed and implemented to communicate the survey results to associates and address areas for improvement. Recent survey results are attached in Exhibit E.

### Employee Wages, Salaries and Benefits:

See the Compensation and Benefits sections at pages 16-24 of the SLRH Associate Handbook (attached as Exhibit B). Wages, salaries, and benefits for employees subject to collective bargaining agreements are covered by the terms of those agreements.

### Employee Working Conditions and Protections:

SLRH is committed to providing a healing environment that promotes safety, efficiency, and productivity, as well as health, in a manner consistent with our mission and Vincentian values. Please see

Page 6 of Exhibit B for our Mission and Values. Page 8 outlines SLRH's Associate Relations Philosophy and commitment to Equal Employment Opportunity and an environment free from unlawful harassment. Also refer to page 8 for information regarding Drug Free Workplace. Safety and Security practices are addressed in pages 25-26 of Exhibit B. SLRH also addresses a Drug Free Workplace on Page 9 of Exhibit B.

SLRH complies with all state and federal laws providing protections to workers and provisions of the negotiated collective bargaining agreements. In California the employment relationship is recognized as "at will" and is terminable at the option of the associate or SLRH, with or without cause or advance notice, at any time. Employees subject to collective bargaining agreements are covered by the protections outlined in their respective agreements.

SLRH is a party to the following collective bargaining agreements:

- Collective Bargaining Agreement between SEIU-UHW United Healthcare Workers – West and O'Connor Hospital, Saint Louise Regional Hospital, Seton Medical Center, Seton Medical Center Coastside, and St. Francis Medical Center for the period May 1, 2012 – April 30, 2015.
  - This agreement covers over 2,600 employees who are generally members of technical and service and maintenance bargaining units at the above listed hospitals. The agreement addresses classifications, wages, premium pay, process for problem resolution, seniority, lay off and recall, committees, discipline and discharge, committees, and benefits, among other employment related matters.
- Collective Bargaining Agreement between California Nurses Association and SLRH for the period July 1, 2009 – June 30, 2013.
  - This agreement covers the approximately 200 RNs at SLRH involved in direct patient care. The agreement addresses employment categories, compensation and hours of work, premium pay, and process for problem resolution, seniority, committees, discipline and discharge, resolution of staffing disputes, and benefits, among other employment related matters.
- Collective Bargaining Agreement between California Licensed Vocational Nurse Association and SLRH for the period November 1, 2011 – October 31, 2015.
  - This agreement covers approximately eight Licensed Vocational Nurses providing direct patient care at Saint Louise Regional Hospital. The agreement addresses compensation, premium pay, benefits, discipline and discharge, grievance and arbitration, seniority, staff reductions, review of evaluations and disciplinary action, and participation in advisory nursing practice committees, among other related employment matters.
- Collective Bargaining Agreement between the International Union of Operating Stationary Engineers Local 39 and SLRH for the period October 1, 2005 – October 1, 2010 (extended during contract negotiations).
  - This agreement covers approximately 11 bargaining unit members at SLRH. The agreement addresses compensation, premium pay, seniority, benefits, hours of work, and grievance procedure, among other related employment matters.
- Collective Bargaining Agreement between Engineering Scientists of California, Local 20 and OCH for the period April 8, 2014- April 30, 2015.

- This agreement covers approximately 17 bargaining unit members at OCH. The agreement addresses compensation, premium pay, seniority, benefits, hours of work, and grievance procedure, among other related employment matters.

*SLRH Exhibits*

Exhibit A: Staffing matrix, nursing census by department by shift.

Exhibit B: SLRH Associate Handbook.

Exhibit C: List of employment and human resources policies for SLRH.

Exhibit D: List of positions and salary ranges for SLRH positions not represented by a labor organization.