

To: Nurses represented by WSNA

From: The WSNA bargaining team and Seattle Children's (SC) Nursing Leadership

During 2022 contract negotiations, SC and WSNA negotiated a process that permits nurses to request a review of their years of experience which may result in an upward adjustment to their step on the pay scale that appropriately reflects their years of experience as an RN. There are important process steps and timelines to follow so that eligible nurses will be included in the review process in 2024.

This table below outlines key dates and process steps for nurses to follow for those eligible for a 2024 review.

This information is also contained in a Memorandum of Understanding towards the end of the Contract.

Key date	Actions
1/1/24 – 2/28/24	Application process open for nurses who are 0.6 FTE or greater before 1/31/24. Must submit application no later than 2/28/24.
No later than 7/1/2024	Notification to nurses confirming any step adjustment and, if applicable, new wage rate sent via email <b>Process and deadline for appealing the decision will be outlined in the email regarding the outcome of the length of service review</b>
8/5/24	Effective date for step adjustment and pay changes, if applicable

Nurses with an FTE under 0.6 or who are per diem and who convert to a 0.6 FTE or greater after 1/31/24 may submit their request for review under this process within 90 days of their FTE change.

**Q: I was a 0.9 FTE nurse who became a 0.6 FTE nurse in 2022. When can I apply for a step adjustment?**

A: 1/1/24-2/28/24, along with other nurses with an FTE .6 and above. The nurse's FTE during the application period controls eligibility for that submission, not the nurse's past or future FTE.

**Q: I am a 0.6 FTE nurse out on a medical leave, returning March 20, 2024. When can I apply for a step adjustment?**

A: Nurses out on an approved leave of absence may submit their application up to 90 days after their return to work.

**Q: I am a per diem nurse. When can I apply for a step adjustment?**

A: Only nurses with an FTE of 0.6 or greater are eligible for potential step adjustments. Per diem nurses may be eligible for a potential step adjustment if they convert to at least a 0.6 FTE position during the life of this MOU and follow the process described here.

**Action steps for January 2024:** Eligible nurses – those who are 0.6 FTE or greater before Jan. 31, 2024 and who believe they should be at a higher step based on their years of experience as an RN - must complete the required application and documentation by the deadline of February 28th, 2024. The form must be sent to both WSNA and SC using email addresses listed on the form.

Years of experience will be calculated as follows, as defined in the Memorandum of Understanding between WSNA and SC:

*The Employer will give one year of credit for each full year of nurse licensure prior to employment at SCH, and one year of credit for each full year of SCH employment in which the nurse has worked as an FTE nurse of at least 0.6 FTE or more prior to September 5, 2022 (the effective date of the 2022-2025 Agreement). Partial years of employment as a nurse with FTE status at SCH will be added together to determine whether the nurse has reached a full year of SCH employment. For a nurse to get credit for years of experience as a licensed RN before employment at SCH, it is the nurse's obligation to provide proof of date of the nurse's first licensure. Documents/ screenshots from a state's registered nurse licensing board will suffice to meet this obligation. The Employer will perform review of foreign nursing licensure by country, and will apply the same credit for all nurses with that foreign licensure.*

*Per diem nurses who convert to FTE status by the applicable deadlines will receive years of credit for time before SCH employment as explained above and will receive a year of credit for each full year worked as a .6 FTE or higher at SCH in SCH's Human Resources Information System, as explained above.*

*For converting per diems, and any FTE nurse who has worked as a per diem at SCH, the nurse will receive credit for all wage steps they have attained as a per diem at SCH.*

Past experience will be reviewed by nursing leadership and decisions on step adjustments will be communicated to nurses by Smartnote on or before July 1, 2023. If you disagree with the step adjustment decision, there is an appeal process outlined as part of the Memorandum of Understanding "Re Adjustments to Longevity and Annual Leave Progression Step Placement." Nursing leaders and WSNA are available to support you through this process.

Nurses with an FTE of 0.6 and above are eligible to apply for a step adjustment in January 2024.

**Q: I had my RN license for 10 full years before joining SC on August 1, 2017 as a 0.75 FTE. I've worked as a 0.75 FTE nurse since then. If I apply for a step adjustment in January 2024, how will my steps be calculated?**

**A:** You will receive 10 years of credit for your licensure and 5 more years for your time as a 0.75 FTE nurse at SC. You will not receive additional credit for the partial year of experience from August to September 2022, because credit is based on *full* years of work at SC as a 0.6 FTE or greater.

**Q: I joined SC as a new nurse with 0.9 FTE in January 2010, became a 0.4 FTE nurse in July 2015, and converted to a 0.6 FTE nurse in November 2019. I've worked as a 0.6 FTE since then. If I apply for a step adjustment in January 2024, how will my steps be calculated?**

**A:** You will receive 8 years of credit (5 years and 6 months for January 2010-July 2015, plus 2 years and 10 months for November 2019-September 2022). Partial years of eligible employment will be added together to determine whether the nurse has reached a full year of SC employment. You will not receive credit for the time when you had an FTE of less than 0.6 - this would be the same if you were a per diem for that time.

**Q: I had my RN license for nine and a half years before joining SC on September 1, 2017 as a per diem nurse. I converted to a 0.6 FTE nurse in December 2022. If I apply for a step adjustment in January 2024, how will my steps be calculated?**

**A:** Per diem nurses who convert to .6 FTE or higher status by the applicable deadlines will receive years of credit for time before SCH employment as explained (in this example 9 years) and will receive a year of credit for each full year worked as a .6 FTE or higher.

**Q: Is there an easier way to know how the contract language is applied**

**A:** Yes, Below is an explanation of how your step placement is determined:

**Step 1: Time prior to SC employment:** The Employer will give one year of credit for each **full year** of nurse licensure prior to employment at SCH

- License date (as validated with your application due no later than 2/28/24):
- Seattle Children's start date:
- **Full years** (additional months are not rounded up) prior to SCH:

**Step 2: SC employment calculation:** One year of credit for each **full year** of SCH employment in which the nurse has worked as an FTE nurse of **at least 0.6 FTE** or more prior to September 5, 2022. Partial years of employment as a nurse with FTE status at SCH will be added together to determine whether the nurse has reached a full year of SCH employment.

- Seattle Children's start date  $\geq 0.6$  FTE:
- **Full years** of at least 0.6 FTE or more from SC start date to 9/5/22:

Full years in Step 1 and Step 2 of the review process are added together and then add 1 (since contract step is 1 higher than your year) and that is compared to the contract step you were on 9/5/22. If the calculated step is higher than your actual on 9/5/22, then the gap in steps will be added to your current step as of 8/5/24. If the calculated step is the same or lower than your actual step on 9/5/22, then you are not eligible for an adjustment.

**Q: I disagree with SC's determination of my years of experience as messaged to me by 7/1/24. What are my next steps?**

**A:** You will be notified of the decision explanation and appeal process when you are provided the outcome of our review, no later than 7/1/24.

If you have any questions, please contact WSNA Nurse Representative Linda Burbank at [lburbank@wsna.org](mailto:lburbank@wsna.org) or [WSNALOS@seattlechildrens.org](mailto:WSNALOS@seattlechildrens.org)