

ARTICLE XIV – PROFESSIONAL DEVELOPMENT

- A. Evaluations. - The Medical Center shall conduct performance and development conversations with each Registered nurse covered by this Agreement not less than once (1) per year.
- B. In-Service Education. - The Medical Center agrees to maintain a continuing in-service education program for all Registered nurses covered by this Agreement. In the event a Registered nurse is required by the Medical Center to attend in-service education functions outside their normal shift, their hours of attendance will be treated as hours worked.
- C. Educational Leave. Each regular full-time or part-time Registered nurse shall be entitled to take sixteen (16) hours of paid educational leave each year. Each resource nurse shall be entitled to take eight (8) hours of paid educational leave each year, provided the resource nurse has worked at least eight hundred (800) hours in the immediately preceding calendar year. Educational leave shall be for courses of benefit to the Registered nurse and the Medical Center, and is not to be used for tuition costs when a nurse is furthering their education (i.e., BSN, Master's program).
1. Educational leave may not be carried over from one (1) year to the next.
  2. At the time the leave is approved, the Registered nurse and the manager will agree on a format and/or process for the purpose of sharing the contents of the educational program, upon return from the leave.
  3. The Medical Center may grant more extended educational leave in cases it deems appropriate.
  4. For any education time, the Registered nurse will apply in advance to the appropriate nurse manager or designee for approval prior to the requested time. Requests must be submitted as soon as reasonably possible, and no

later than three (3) weeks before the requested time off. The requested time off should match the amount of continuing education (CE) credits. For partial day educational leave, a nurse will work with their leader to determine if they will be required to work part of their shift or if they will take PTO/vacation to be paid for the remainder of the shift or elect to receive unpaid time. Approval of educational leave requests will not be unreasonably withheld.

5. Prior to nationally recognized nursing conferences or conferences for which there is a high demand, including Medical Center annual conferences, the Medical Center will make good faith efforts to find additional coverage in the units for which such conferences are relevant to allow additional Registered nurses the time off needed to attend.

D. Education Fund. - The Medical Center will provide up to one-hundred and seventy-five thousand dollars (\$175,000) in each calendar year of the contract, for assistance for regular full-time, part-time and resource nurses in meeting registration fees and required materials. For in-person/off-site travel for educational courses, reasonable travel, lodging, meals, and/or parking will be reimbursed in accordance with organizational standards for business travel. A regular status Registered nurse will be eligible for up to four-hundred and seventy-five dollars (\$475) per calendar year from the above annual amount. A resource nurse will be eligible for up to two-hundred and twenty-five dollars (\$225) per calendar year from the above annual amount, if the nurse has worked at least eight hundred (800) hours in the immediately preceding calendar year.

1. Registered nurses must apply to Nursing Administration, via the online tool for continuing education, reimbursement and certification resources, in advance of any educational course.
  - a. At the time of the online request, the Registered nurse will verify the date of the education and request the time off in Kronos.

- b. The Registered nurse will be notified whether the request is approved or denied prior to the course.
  - c. Payment up to the Registered nurse's eligibility amount will be made to the Registered nurse after completion of the course if the Registered nurse submits the required materials within sixty (60) days immediately following the completion of the course, and within the same calendar year. Required materials include certification of attendance, and itemized receipts. Failure to make such timely request will result in the assistance not being paid to that Registered nurse, and the amount will then be available for reimbursement to other eligible Registered nurses. The Medical Center may, in its discretion, provide such additional sums as it deems appropriate.
2. At the end of a calendar year, any funds remaining unpaid from the above annual amount will be prorated and paid to Registered nurses who applied for and would have received further assistance if there had been no maximum annual amount per Registered nurse. No Registered nurse will receive payments under this paragraph in excess of the Registered nurse's actual expenses. Tuition Reimbursement. - Registered nurses are eligible to receive tuition reimbursement per calendar year, in accordance with the terms of Medical Center policy. Eligibility requirements:
- Benefits-eligible with FTE of 0.5 or higher.
  - In good standing for previous six (6) months.
  - Eligible upon ninety (90) days after the most recent hire date.
- E. A full-time Registered nurse who meets eligibility requirements may receive up to five-thousand two hundred and fifty dollars (\$5,250) per calendar year. A part-time Registered nurse may receive up to two-thousand six-hundred and twenty-five dollars (\$2,625) per calendar year.

F. Remote Work. - Nurses may attend meetings or complete required education remotely after approval from their unit leader, subject to the following considerations and requirements:

- Nurses must obtain pre-approval from their unit leaders, including an evaluation on whether the remote meeting attendance or education is likely to create an overtime situation. Every effort will be made to avoid an overtime situation.
- Nurses who attend meetings remotely must actively participate and will be paid for the actual meeting time.
  - Meeting facilitator will maintain a record of attendance.
  - Active participation is defined as being engaged in the meeting – i.e., speaking up and responding to dialogue when appropriate.
- Educational modules should be completed on campus whenever possible, as determined by the leader, particularly in times of low volumes instead of leaving campus as a result of low census.
- Nurses will strive to complete educational modules in the amount of time published as the average for said module. If the nurse determines that completion will take longer, the nurse must notify their leader in advance.
- Nurses must document all work time. Leadership has the discretion to determine that remote participation is not an option for any given meeting, based on the nature of the meeting (i.e., charge nurse meetings.)
- Leadership may require a specified number of nurses on-site for a particular meeting, with the remaining attending via MS Teams. For recurring meetings, the leader may rotate the nurses between on-site and remote attendance in an equitable manner, subject to role and/or skillset considerations.

G. Any increase in funding, enhancements to eligibility or other improvements to tuition reimbursement during the duration of this agreement shall be available to employees covered by the contract.

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