



Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

TA  
1151 19 Aug 19

The Union proposes the following rollover language:

**Side Letter #1 – Golden Handshake**

If the Golden Handshake provisions are offered during the term of this Contract and the CDE or any of its Special Schools or Diagnostic Centers participate, the department will consider offering it to Units 1, 3, 4, 11, 14, 15, 17, 20, and 21 employees in the CDE.

Handwritten signatures and initials on the left side of the page, including names like "Keren", "Bridgette", "Marta", "Liam", "Ara", "Myle", and "Drew".

Handwritten notes and signature on the right side, including "8/19/19 11:57 AM", "Stark", and a large signature.

Handwritten signatures and names at the bottom right, including "Mary Hall", "Stacy Mirvich", "Susan Davey", "Donna Hodesky", and "Cecilia".



Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter #2 – Domestic Partner**

For the purpose of application to this Contract a domestic partner shall be certified with the Secretary of State's office in accordance with Family Code section 297.

IA  
1152 19 Aug 19  
W. Waal  
800  
T.M.M.  
Karen Jeffers  
Brad Wells  
Robert  
Margaret  
Alicia  
Michael  
Drew

8/19/19 11:52am

IA

Stok

John J.

55m

Marilyn

Brief-Web

Paul R

Stanley

Susan Dawey

Mame Polito

Dennard Hudesky

11/8 12-11-19

Gregory

Clayton E. Ford

W. Nguyen

Handwritten notes and signatures on the left side of the bottom section.

5/8/2019 2:12 PM

Mary Stalt



Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

TA  
1153 19 Aug 19  
W. Walker  
808

The Union proposes the following rollover language:

**Side Letter #3 – Retired Annuitants**

The State and the Union agree that hiring retired annuitants may be necessary to perform mission critical work. Mission critical is defined as a disruption in normal business, which may result in the failure of a business operation. Retired Annuitants shall not displace SEIU represented employees.

This Article will be subject up to step three of the formal grievance process and will not be arbitrable.

William  
Kieran Jeffis  
Bradwell  
M. Carter  
Adelme  
McCard  
Green

8/19/19  
11:53 AM  
State  
TA  
[Signatures]  
58- [Signature]  
[Signatures]  
Haunkeunch  
Susan Davy  
Name [Signature]  
[Signature]  
5/8/2019 2:12 PM  
Donna Androsky



Union Proposal  
Master Table

Date \_\_\_\_\_

8/22/19  
11:53 AM  
TA

Proposal No: 1

The Union proposes the following language:

Side Letter #4 – Access Agreement

Date: March 5, 2007

To: State of California Department Heads, Labor Relations Officers, SEIU Local 1000 Stewards, Area Coordinators and Labor Representatives.

Subject: Side Letter Regarding Access

Over the last two (2) years, the State of California and SEIU Local 1000 have struggled to find a balance between the State's operational needs and the Union's need to access the employees it represents at their worksites. This challenge has resulted in a number of serious confrontations, including arrests, as well as legal conflicts in various forums that continue to this day.

In the interest of harmonious Labor Relations, the parties agreed in June of 2006 to work with a neutral

TA  
1153 22 Aug 19  
[Handwritten signatures and initials]

State  
[Handwritten signatures and initials]

mediator and make a good faith effort to resolve the issue. The enclosed document is the result of those sessions between CalHR and SEIU Local 1000.

As with all agreements, both sides had to compromise. This Agreement, however, is intended to provide a proactive framework for facilitating Union access and addressing disputes before they escalate.

In that spirit, the State and the Union are fully committed to the following principles:

- Department/Union cooperation in seeking solutions to access issues
- Swift resolution of disagreements when they occur
- An ongoing understanding of, and respect for, each others' particular operational needs

We now look to you to implement this Agreement in the spirit in which it was negotiated. There will be joint training provided on the Agreement at a date still to be determined.

Attachment

This document is developed for the purpose of implementing the collective bargaining agreement.

State  
PR  
ADT  
JTC  
SM  
MP  
CECP  
BN  
VN  
KO

BP  
SR  
BN  
AV  
TC  
Me

Department personnel and Union representatives are encouraged to discuss/resolve access problems if they arise.

The Union shall provide advance notice of its intent to visit worksites. Departments shall notify the Union of the appropriate person to receive notice. Providing notice shall not be interpreted as requesting permission. However, where worksites with legitimate issues of safety, security or patient care exist, reasonable accommodations for access and/or distribution of information shall be provided. Departments shall discuss such accommodations with the Union.

The Union has the right to distribute information where represented employees work. The Union will not block entrances. Distribution of information inside worksites shall not cause disruption of work.

Where escorts are necessary for reasons of safety, security or patient care, including patient privacy, typically, such escorts shall be Local 1000 bargaining unit members and such escorts shall not interfere with discussions between the Union and its members.

Stake

PK

W

ADT

at

AK

TR

W

V

OM

AA

MP

MP

CS

CS

BLW

VZ

KD

CS

WJW  
SR  
TR  
13  
MUP  
AK  
ME  
Buy  
BP  
AC





Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter #5 – Student Assistants**

The State and the Union agree that hiring student assistants may be necessary to give students the opportunity to gain experience in their field of study and give the State the ability to attract high quality candidates for possible hire. Student assistants shall not displace SEIU represented employees.

This Article will be subject up to step three of the formal grievance process and will not be arbitrable.

IA  
1153 19 Aug 19  
Wacker  
Ball  
Kern  
B...  
R...  
M...  
C...  
A...  
M...  
B...

8/19/19 11:53 am

(Tp) State

[Signature]

[Signatures and names: S. Son, Alan, Bump, W..., Mary Hall, Susan Dwyer, Anna Andesky]

[Signatures]





Union Proposal  
Master Table

Date \_\_\_\_\_

6:22 PM  
8/28/19

*Kristine Rodriguez*  
Proposal No: 1

The Union proposes the following language:

Side Letter 12 – Public Employee Communication

*Patte*

The Public Employee Communication agreement dated April 5, 2018 shall remain in effect.

*1A*  
*2121 28 AUG 19*

*ugw a e r e r*

*800*  
*Alice Helm*  
*Robert Vega*

*[Signature]*

*Myrl Cordeiro*  
*X Quant*  
*TRIN*

*Bredwell*

*Karen Juffis*  
*Kesha Pierman*

*Stete*  
*Lisa Garcia*

*Stacy [Signature]*  
*[Signature]*

*Mame Polito*

*[Signature]*  
*[Signature]*  
*[Signature]*

*Debbie [Signature]*

*[Signature]*

*[Signature]*  
*Susan Daves*  
*8/28/2019 10:22 AM*  
*Donna Horelsky*  
*[Signature]*



Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter #14 - PLP 2012**

In support of Article 8.32 of this Memorandum of Understanding, the State and the Union agree to continue paragraphs 3.1, 4, 6, 7, 8, 9, 12, 14, and the Dispute Resolution Process of the attached Side Letter through the duration of the Agreement. All other provisions of the Side Letter shall be of historical significance only. If the MOU conflicts with any of the above cited paragraphs of the Side Letter, the MOU shall control.

IA  
1154 19 Aug 19  
Y Swader  
Karanoff  
B...  
Robert  
H...  
K...  
Sharon  
My...  
P...

8/19/19 11:54am  
state  
TA  
Paul  
L...  
Sharon  
Z...  
Paul  
Stacy  
Susan  
Name Bl...  
Donna  
5/8/2019 2:32 PM  
By Robert



Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

IA  
1155 19 AUG 19  
W. W. W. W.  
T. H. M.

The Union proposes the following rollover language:

**Side Letter #15**

The parties recognize that during the term of this Agreement Departments/Agencies names may change and may be modified in this Agreement accordingly.

K. A. J. S.  
B. W. L. D.  
B. H. M.  
M. A. S. T.  
C. M. S.  
A. L. M.  
M. C. L.  
S. E. M.

8/19/19 11:55 AM  
Stark  
T. A.  
T. A. J.  
L. M.  
M. A. S.  
B. H. W.  
M. A. S.  
S. A. Y. M. I. R. U. N. D. A.  
S. U. S. D. W. E. Y.  
M. A. M. E. F. O. L. D.  
D. O. N. N. A. C. H. U. D. E. S. K. Y.  
L. Y. P. U. L. O. S. K.  
G. R. I. V. I. A. E. C. A. N.  
M. H. A. M. P. T. E. R.  
5/8/2019 2:32 PM  
M. E. A. Y. S. T. A. L. T.



Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

TA  
1156 19 Aug 19

*[Handwritten signature]*

The Union proposes the following rollover language:

**Side Letter #17 - Employee Work Locations**

Once a year, the Union may request a department to provide information regarding the physical location (e.g., division, floor, yard, building, cubicle, etc.) of SEIU 1000 represented employees at any worksite. When possible this information shall be provided electronically.

Departments are not requested to create the information requested. The department will provide information if it already exists or is currently maintained.

This provision is not subject to the grievance and arbitration procedure of this Contract.

*[Vertical list of handwritten signatures on the left margin]*

8/19/19 11:56am  
Start  
*(TA)*

*[Large block of handwritten signatures and initials]*



Union Proposal

Master Table

Date 8-19-19

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter #18 - Contract Completion**

If any existing Contract language was not rolled over, the parties will meet and rollover the language.

TA  
1157 19 AUG 19  
upwelder  
802

TRAM  
Keren Joffe  
Brad Wilton  
Acht  
Mansour  
Alwan  
Alicia  
Muel Coe  
Trevin

8/19/19 11:57 AM  
(TA) Stake

Paul  
S. Sch  
David  
Brianna  
Amy  
Stacy Mervin  
Susan Dwyer  
M. White  
Donna Hinesley  
by Victor  
Jeff  
Galin  
Vinh Nguyen

Mary Hall



Union Proposal

Bargaining Unit 1

Date 8/7/2019

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 8.1 – EDD Tax Tools October 19, 2000**

The Employment Development Department (EDD) Field Audit Compliance Division (FACD), Audit Program Tax Administrators I, EDD Tools Package agreement of October 19, 2000 was revised by management in 2014.

TA SEIU Local 1000  
8/7/19 @ 5:15pm

*James Zuer*  
*Harry Price*  
*Jean D. Coy*  
*Mell*  
*Abel L. Byrnes*  
*Neal Akah*  
*Jason*  
*John C. [unclear]*  
*Josh R. Phillips*  
*McCray*  
*Brend J. Modt*  
*Joyce Williams*  
*Karen J. DeWalt*  
*Dulce Bonner*

*Shirley [unclear]*  
*Carly M. Allen*  
*Russell Johnson*  
*Marcia P. Palf*

8-7-19  
Stark 5:15 pm

TA

*Fan [unclear]*  
*S. S. C.*  
*Susan Davery*  
*Ang Digue Del Be*  
*Key Dross*  
*[unclear]*  
*[unclear]*



Union Proposal

Bargaining Unit 1

Date 8/7/2019

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 9.1 – EDD Quality Assurance Review (QAR)**

The Employment Development Department (EDD) Quality Assurance Review (QAR) agreement of February 28, 2001 was revised by management in 2014.

TA SEIU Local 1000  
8/7/19 @ 5:15 pm

~~James Z...~~  
~~Harry Price~~  
~~David C...~~  
Melk

~~Carol M Allen~~  
~~Russell Johnson~~  
~~Wendy F. Ford~~

Ashley J Byrne  
Fred O'Leary  
~~Alicia~~  
John R. Blinn

McCray  
Brenda M...  
Joyce Wheeler  
Helen DeWitt  
Deloris Bonner

TA State 8-7-19  
5:15 pm

~~Paul~~  
Susan Deaver  
Anglique Pelta  
Kelly DeLass  
KlaSch



Union Proposal

Bargaining Unit 1

Date 8/7/2019

Proposal No: 2

The Union proposes the following language:

**Side Letter 11.1 – The CalPERS Telework Program**

**Agreement Dated February 2, 2000**

The parties acknowledge that the CalPERS Telework Program will be updated during the terms of this Contract, and until a new agreement is reached, the CalPERS Telework Program agreement dated February 2, 2000 shall remain in effect.

TA SEIU Local 1000  
8/7/19 @ 4:20 pm

*[Handwritten signatures in purple, blue, and red ink]*  
Karen Devall  
Harry Price  
Cataly Allen  
James Zues  
John C. Moon  
Dilma Pommier  
Sheila L. Byars  
McCray

*[Handwritten signatures in red and blue ink]*  
Sean D. Cap  
Brend J. Mohr  
Japik Whiles  
Mandy I. Fil  
Russell Phojj

*[Handwritten notes and signatures in blue ink]*  
8-7-19  
4:20 pm  
State  
F...  
SSA  
Susan Dewey  
Kelly Rikost  
Angelique Delte  
KASch





Union Proposal

Bargaining Unit 1

Date 8/7/19

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 12.1 – California Environmental Protection Agency (CalEPA) Agreement dated October 2000**

The October 2000 agreement between the State and the Union regarding the CalEPA headquarters office building and related Boards, Departments and Offices (BDO) moves shall remain in effect.

TA SEIU Local 1000  
8/7/19 @ 2:34pm

*James Zear*  
*Harry Price*  
*John D. Coy*  
*Matt*  
*Alex L. Byers*  
*Thad O'Leary*  
*Asseen*  
*John C. Moore*  
*Jim R. Phillips*  
*Jim C. Cray*  
*Brenda J. Mack*  
*Jay Williams*  
*Karen Devoll*

*Dulce Bonnen*  
*Chris at [unclear]*  
*Carole M. Allen*  
*Russell Johnson*  
*Maureen J. Ford*

2:34pm

TA State 8-7-19

*John St*  
*SSA*  
*Adelta*  
*Susan Davey*  
*Cree*

*Kelly Parks*  
*Klasch*  
*[Signature]*



Union Proposal

Bargaining Unit 1

Date 8/7/19

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 16.1**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU.

TA SEIU Local 1000  
8/7/19 @ 2:35 pm

*James Zeno*  
*John [unclear]*  
*Jess D. Cap*  
*Harry Price*  
*Jayme White*  
*Will C*  
*Alicia L. Byers*  
*Raton Bonner*  
*J. R. Pflum*  
*Med [unclear]*  
*Caatye Hall*  
*OmCroy*  
*Green*  
*Brenda [unclear]*

*[Signature]*  
*[Signature]*  
*Karen DeVoll*  
*Russell Johnson*  
*Mark J. [unclear]*

TA State  
8-7-19 2:35 pm  
*[Signature]*  
*SSW*  
*A. Delta*  
*Susan Dawey*  
*Cia*  
*[Signature]*  
*Kelly DeRosier*



Union Proposal  
Bargaining Unit 3  
Date 8-21-19

TA @  
11:08

Proposal No: 1

8/21/19

**The Union proposes the following rollover language:**

**Side Letter 16.3**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU.

*[Handwritten signatures in black ink: "M", "M", "M", "C", "C", "C"]*

*[Handwritten signature in blue ink]*

STATE

*[Handwritten signatures in blue ink: "Guy Burghy", "Chelito", "M", "Zigler"]*



Union Proposal  
Bargaining Unit 3  
Date 8-21-19

TAC

1109 AM

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 17.3**

Within sixty (60) days of ratification of this Agreement, the Union and CalHR shall meet to update the salary schedules applied to all Unit 3 Academic Teachers and Vocational Instructors employed by the California Department of Corrections and Rehabilitation.

8/21/19

Bill Suzanne Knapp

Mary

Chet

Chris

STATE

Gary Burghy  
Kara  
Chelito  
Tina

MO

Signatures



Union Proposal

Bargaining Unit 4

Date 7/30/19  
@ 10:23 a.m.

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 10.4 – California Environmental Protection Agency (CalEPA) Agreement dated October 2000**

The October 2000 Agreement between the State and the Union regarding the CalEPA headquarters office building and related Boards, Departments and Offices (BDO) moves shall remain in effect.

BUY  
Karen Juffs  
Mindy Thomas  
JE Alearay  
Dyda Lopez  
Jimmy Gray  
[Signature]  
[Signature]

TA - 7/30/19  
@ 10:23 a.m.  
Steve [Signature]  
Rif [Signature] 7/30/19 @ 10:23  
[Signature]  
[Signature]  
Baldwin-Swails



Union Proposal

Bargaining Unit 4

Date 7/30/19  
@ 10:23 am.

Proposal No: 1

**The Union proposes the following rollover language:**

**Side Letter 16.4**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU.

B04  
Keren Zylber  
Minda Gibumot  
J. E. Alcaraz  
Dida Lopez  
Jury Goy  
Luis Allen  
2041

TA- 7/30/19  
@ 10:23 am  
Stacy Williams  
R. W. Goy 7/30/19 @ 10:22  
A. Baldwin Swail &



Union Proposal  
Bargaining Unit 11  
Date August 7, 2019

Proposal No: 1

**The Union proposes the following deletion:**

**Side Letter 6.11 – Fish Habitat Assistant**

~~A. Pursuant to side letter 6.11 of the preceding MOU, CalHR conducted a classification study for the establishment of a Fish and Wildlife Specialist (Lead) classification. Upon completion of the study, CalHR, on May 29, 2012, approved the exceptional allocation request from the Department of Fish and Wildlife to employ the classification of Fish Habitat Assistant at the department's fish hatcheries. Pursuant to that approval, the department has been authorized to test and recruit in that regard.~~

~~B. Within 180 days of ratification of this Agreement, the State and the Union shall meet to review the exceptional allocation and to determine if an alternative long term solution should be pursued. In the event that specification modifications are recommended for a current Bargaining Unit 11 classification or a new Bargaining Unit 11 classification is proposed, the Union shall be notified in accordance with section 14.1 of this Agreement.~~

TIA 08/07/19

4:55 PM

Bradwell  
computer

Amor  
Albert  
Phillip  
The J

TA 4:55 PM  
08/07/19  
Vijay

180

Chloe  
E. Dur

08/16/19  
2:38 pm



Union Proposal  
Bargaining Unit 11

Date \_\_\_\_\_

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 16.11**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU.

T/A  
08/16/19  
UNION

Brod Wittler

Ann Hutson

Patricia Blinn  
Albert Manke

Don J. [Signature]

08/16/19  
2:40 pm  
T/A

[Signature]

18  
[Signature]

[Signature]

[Signature]





Union Proposal

Bargaining Unit 14

Date 8/6/19

3:30 pm

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 16.14**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU. TA'd @ 3:30 pm

TA SEIU Local 1000

Robert Jega  
Edward Page  
Russell Johnson

TA 8/6/19  
3:30

Stacy Blum  
Baldwin Swails  
Bria Ji Wah  
Cecilia Greenwood  
Alan Blum



Union Proposal

Bargaining Unit 14

Date 8/9/19

Proposal No: 2

The Union proposes the following language:

**Addendum 2.14 – Pay Differentials (Unit 14)**

Parties agree to meet after legislative ratification to make corrections to this Article and it will be attached to the agreement.

TA SEIU Local 1000 @ 11:51 AM

Robert Page

Edward Page

Russell Johnson

TA 8/9/19  
11:51

Hay Mwan

Wesley

Bealdun-Sears

Chad

Chris

**PAY DIFFERENTIAL 121**

**PRINTER I, STATE COMPENSATION INSURANCE FUND SKILL PAY - UNIT 14**

Effective: 8/1/89

Revised: 7/1/99

*delete*

*8/9/19 11:51  
SM [signature]  
AKC*

CLASS TITLE	CLASS CODE	CB/ID	RATE	EARNINGS ID	DEPARTMENT
Printer I, State Compensation Insurance Fund	7442	R14	\$.85 per hour	8F3	State Compensation Insurance Fund

CRITERIA
<p>Employees who are assigned to operate, the Heidelberg Printmaker QM 46-2 press, or Ryobi 3302M Press, 11 or more working days in the pay period, the differential rate will be paid for the entire pay period, including periods of paid leave. Employees assigned to the press less than 11 working days will be paid the differential rate for only those days they operated the press. Employees will be eligible for assignment to the press and differential pay from the date they are found qualified to operate the press independently.</p>

IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:	
PRORATED	NO
SUBJECT TO QUALIFYING PAY PERIOD	NO
ALL TIME BASES AND TENURE ELIGIBLE	YES
SUBJECT TO PERS DEDUCTION	YES

INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY	
OVERTIME	YES
IDL	NO
EIDL	NO
SDI	NO
LUMP SUM VACATION	NO
LUMP SUM SICK	NO
LUMP SUM EXTRA	NO



Union Proposal

Bargaining Unit 15

Date 8/2/19  
@ 11:45

Proposal No: 1

SEIU 1000  
~~Maestro~~  
~~J.P. [unclear]~~  
~~april [unclear]~~  
~~Shirley [unclear]~~  
~~2019~~

The Union proposes the following rollover language:

**Side Letter 16.15**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU.

T.A. 8/2/2019 11:45AM

Stacy Miranda  
[Signature]

[Signature]

[Signature]  
Maggie Gray



Union Proposal  
Bargaining Unit 17

Date 8/6/2019

Proposal No: 1

**The Union proposes the following rollover language:**

**Side Letter 7.17 – Activation of Correctional Treatment Centers (CTC's)**

Except as directed by the courts, the provisions of the CDCR/SEIU Local 1000 agreement regarding activation of CTC's (June 99) shall continue during the term of this Agreement. CDCR and SEIU Local 1000 shall, upon request of either party, meet and confer over the impact of court directives.

**CTC Activation Agreement**

1. CDCR management agrees to provide training to CTC RNs who are involved in the Keyhea process and updates annually, if needed. It is understood that this training may be provided on an on-the-job basis.
2. CDCR management agrees to offer training in sexual assault to CTC RNs assigned to the Emergency Room. The training shall include the following:

*TX @ 2030*  
*Lenicon*  
*A. O'Quinn*  
*Nancy S. J.*  
*M. N. K.*  
*Tracy J. ...*  
*Di Steadman*  
*W. J. K.*

*State*  
*[Signature]*  
*[Signature]*  
*[Signature]*

TA @2030  
Union

*[Handwritten initials]*

*[Handwritten initials]*

*[Handwritten initials]*

*[Handwritten initials]*

*[Handwritten initials]*

- Psychosocial Aspects
- Physical Assessment Techniques
- Legal Aspects
- Evidence Collection

It is understood that this training may be provided on an on-the-job basis. SEIU Local 1000 will be provided a copy of the training program within thirty (30) days of completion.

3. CDCR management agrees to offer training in treatment of pepper spray patients to newly hired Registered Nurses who will respond to emergencies. It is understood that this training may be provided on an on-the-job basis.
4. Unit 17 nurses assigned to Standby Emergency Medical Services (SEMS) shall be given twenty-four (24) hours of on-the-job practical trauma training or Basic Trauma Life Support training based upon a nationally recognized curriculum. Training will be on State time and at State expense. An employee assigned to the first (1st) or third (3rd) watch may have his/her shift

State

*[Large handwritten signature]*



TA @ 2030  
Union  
JC  
J  
MB  
Jz  
DS  
MK

adjusted to coincide with the time of the course. The Health Care Services Division (HCSD) will endeavor to develop the training program within six (6) months. CDCR will attempt to implement the program within twelve (12) months. SEIU Local 1000 shall be given a copy of the training program sixty (60) days prior to its implementation.

- 5. The State agrees that Advanced Cardiac Life Support (ACLS) is not required as a condition of employment for RNs working in the CTC. Should CDCR management determine that in the future, ACLS training will be required for RNs, the Union will be notified, and this provision shall be reopened at SEIU Local 1000's request to meet and confer over this provision.

Prior to requiring the performances of ACLS procedures, management agrees to provide standardized procedures and competency validation process.

- 6. Management will staff the CTC's in accordance with the guidelines found in Title 22.

State  
  


7. Bargaining Unit 17 RNs shall not provide dietary services other than meal serving, patient feeding, and food tray pick-up unless an emergency condition exists, or as otherwise provided in the CTC policies and procedures.

TA @ 2020  
Union  
~~K. Cant~~  
~~MS~~  
B. Markin  
Tony Zuber  
Dai Stedman  
M. L. C.

State  
H. L. H.  
J. S.  
Oxy  
M. L.





Union Proposal

Bargaining Unit 17

Date 7/30/19

TA

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 16.17**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU.

TA  
Union.  
1:46pm

*[Handwritten signatures: Stewart, Murobi, Tony Zula, Dai Steadman, M. W.]*

State  
*[Handwritten signatures: Heidi Herrera, J. ...]*

Page 1 of 1  
*[Handwritten signature]*



Union Proposal  
Master Table

Date \_\_\_\_\_

Proposal No: 2

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The Union proposes to ROLLOVER the following language:

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**Appendix N**

**Appendix 1.17 – Departmental Approved Courses  
and Application Procedures for Educational  
Differential**

CALIFORNIA DEPARTMENT OF CORRECTIONS AND  
REHABILITATION, DJJ

**A. Programs**

1. Courses included in programs leading to A.D.N., B.S., B.A., M.A., or Ph.D. in nursing, sociology, psychology, management or administration that are obtained after being employed as an RN II.
2. Courses included in programs leading to “Expanded Practice” credentials (see California Nurse Practice Act), such as
  - a. Nurse Practitioner
  - b. Certified Emergency Nurse

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*Tom J. ...*  
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3. Teaching credential courses

4. University of California Human Services Certificate Programs

B. Specific Courses

Upper Division Physical or Behavioral Sciences

Technical Writing

Medical Records Documentation

Statistics

Computer Sciences

Time Management

Stress Management

Supervision/Management

Human Sexuality/Sex Education

Psychiatric Nursing

Rehabilitative Nursing

Neurological/Neurosurgical Nursing

Orthopedically Handicapped Nursing-directly related to activities of daily living

Abnormal Psychology

Psychiatric Treatment Modalities:

Behavior Modification

Reality Therapy

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Transactional Analysis  
Assertive Discipline  
Pharmacology  
Crisis Intervention  
Group Dynamics  
Family Therapy (child abuse, family in crisis, problem families)  
Diabetic Care and Control  
Substance Abuse  
Patient Teaching  
Ethnic/Cultural Sociology (including deaf/blind)  
Legal Aspects of Nursing  
Medical/Nursing Ethics  
Interpreting Laboratory Reports  
Growth and Development  
Genetics  
Physical Assessment  
Psychological Assessment  
Hearing and Speech Disorders  
Screening Procedures (sickle cell, scoliosis, hypertension)  
Audiology  
Vision Testing  
Sports Injuries

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- Nutrition
- Respiratory Therapy
- Infection Control
- Leadership Training
- Suicide Prevention
- Neurosciences
- Advanced Cardiac Life Support
- Critical Care Core Curriculum
- Burn Care
- Emergency Room Nursing
- Oncology Nursing
- Second Language, e.g. Spanish, up to 6 units
- The Criminal Justice System, up to 4 units

C. Courses must have been completed after September 1, 1984 to qualify.

State of California

Department of Corrections and  
Rehabilitation  
Institution:

Address: \_\_\_\_\_  
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APPLICATION FOR EDUCATIONAL DIFFERENTIAL FOR REGISTERED NURSE II

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Social Security

#: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Courses:

Units:\*

Course

Number

Course Title

School

Semester

Quarter

1.				
2.				
3.				
4.				
5.				
6.				

Total  
Units

x1

x2/3

\*Each semester Unit = 1

Each quarter unit = 2/3 of

a

semester unit

Official transcript must be sent from each college or university for which qualifying

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units are listed.

The transcript must be mailed from school to the Chief of Nursing Service at the institution to attach to the application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval: Chief, Nursing Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval: Chief, Health Services

\_\_\_\_\_  
Date

PROCEDURE FOR APPLYING FOR RN II EDUCATIONAL DIFFERENTIAL

Provided for in Section 11.58.17 of Bargaining Unit 17 MOU.

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1. Submit completed application to Chief of Nursing Service at your institution making sure that courses listed meet the requirements stated for eligibility.
2. Chief of Nursing Service reviews with employee that eligibility requirements are met.
3. Applicant arranges for college or university to mail official transcript to the Chief of Nursing Service.
4. Official transcript is reviewed by Chief of Nursing Service to establish courses do meet criteria and applicant successfully completed course.
5. Chief of Nursing Service signs and dates approval and then sends application with attached official transcript to Chief, Health Services, Sacramento, California for final approval.
6. When final approval made, the signed application is returned to Chief of Nursing Services at local institution to submit to Personnel Office for the salary increase (\$50.00 per month).

State of California

Department of Corrections and Rehabilitation, DJJ



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PERSONNEL UNIFORM PROCEDURES	Number DRAFT
Subject Education Differential Pay Unit 17 and Excluded Employees	Date Issued 6/12/03

EFFECTIVE: July 1, 1985

#### BACKGROUND

Pay Differential #43 provides for the payment of \$50.00 per pay period to employees in specified classifications meeting the listed criteria.

Courses established by the Department of Corrections and Rehabilitation, DJJ as meeting this criteria are:

- Courses included in programs leading to AND, Associate of Arts, Bachelor of Science, Bachelor of Arts, MA, MS or PHD in nursing, sociology, psychology, management or administration.

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- Courses leading to “expanded practice” credentials, for example, Nurse Practitioner, school nursing and emergency nursing.
- Courses improving job-related skills such as:
  - Nursing care skills
  - Medical related technology
  - Health promotion and prevention of disease
  - Management, supervision, records and reporting
  - Therapies
    - Behavioral
    - Social
    - Psychological
  - Special patient situations
    - Language
    - Understanding criminal personality
    - Substance abuse
  - Electronic medical records skills training

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## PROCEDURES

Employee: Submit copy of transcripts indicating completion

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of appropriate coursework to Chief Medical Officer.

Chief Medical Officer:

Review transcript for completion of appropriate coursework. If coursework complies with courses approved by the Department, approve transcript and forward to Personnel Office. If coursework does not comply with course approved by the Department, disapprove transcript and return to employee with cover memo explaining decision.

Personnel Office:

Upon receipt of approved transcript from Chief Medical Officer, review pay differential #43 and determine if employee's classification qualifies for payment. If appropriate, process request for payment using code 9N effective with the pay period in which the transcript was received in the Personnel Office from the Chief Medical Officer. Payment cannot be locked in on Personnel Action Request (PAR) therefore, payment must be requested each pay period.

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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**Lanterman Developmental Center**

Lanterman Developmental Center

Administrative Directive

Personnel – 346: Educational Differential for Registered Nurses

Approved: Originally Signed by

Lou Sarrao, Executive Director

June 15, 2001

THIS IS A NEW DIRECTIVE

POLICY

Educational Differential is proved to Registered Nurses Range B, and Health Services Specialists who successfully complete the equivalent of 15 qualifying semester units of collegiate level job-related courses in a college or university of recognized standing shall be given an educational differential of \$50.00 per month.

QUALIFICATION FOR EDUCATIONAL DIFFERENTIAL

Handwritten notes and signatures in blue ink on the left margin, including a signature that appears to be 'S. S. S.' and other illegible initials.

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2.1	Candidate must be in a permanent position to be eligible for Educational Differential.
2.2	Candidate must be at the level of Registered Nurse Range B or Health Service Specialist (HSS) to be eligible for Educational Differential.
2.3	Fifteen qualifying semester units or 23 qualifying quarter unit of job-related courses in an accredited college or university are required for Educational Differential.
2.3.1	Only units completed within the previous five years shall qualify towards education differential.
2.3.2	The candidate's transcripts must show a letter grade of "C" or better for each qualifying course or a ranking of "Pass" in a Pass/Fail ranking.
2.3.3	A current list of qualifying courses is available in the Training and Staff Development Office.

RESPONSIBILITY

3.1	<b>Applicant</b>
3.1.1	Obtain the list of qualifying coursed from the Training

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	and Staff Development office.
3.1.2	Arrange and pay charges for official transcripts of college credits to be mailed directly to the Director of Training and Staff Development.
<b>3.2</b>	<b>Director of Training and Staff Development</b>
3.2.1	Maintain a current list of approved college courses and subject areas.
3.2.2	Discuss with applicant the college unit requirements and courses needed.
3.2.3	Determine whether the applicant's college units qualify.
3.2.4	Notify applicant if requirements are not met.
3.2.5	Forward approved transcripts to Coordinator of Nursing Service for approval.
<b>3.3</b>	<b>Coordinator of Nursing Services</b>
3.3.1	Review and approve transcripts.
3.3.2	Forward approved transcripts to Personnel Services for processing.

REFERENCES

Unit 17 Collective Bargaining Agreement

## Agnews Developmental Center

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BU 17 – Education Differential (Accepted courses)

1. Human Sexuality
2. Cardiac Nursing
3. Sex Education
4. Psychiatric Nursing
5. Crisis Intervention
6. Human Genetics
7. Growth and Development
8. Substance Abuse
9. Medical Electronics
10. Interpreting Laboratory Test Results
11. Respiratory Therapy
12. Pharmacology
13. Nursing and the Law-Legal Aspects and Legislation
14. Medical/Nursing Ethics
15. Gerontology
16. Physical Assessments
17. Upper Level Physical Behavioral Science Courses
18. Principals of Nursing Supervision and Management

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19. Courses related to working with the Developmentally Disabled Client

20. Client Stress Management

21. Pediatrics Nursing

22. Communication skill courses for Client Care such as:  
Signing, Spanish

23. IV Therapy

24. E.R. Nursing

25. Terminally Ill Patient Care

26. Oncology Nursing

27. Statistics

28. Any nursing units required in the Nurse Practitioner Course Program

29. Any nursing units included in the ES, MS or Ph.D. Nursing Degree Program

30. Infection Control

31. Rehab Nursing – Ortho – PM/R

32. Technical Writing Care Plans, Medical Protocols and Procedures

### Fairview Developmental Center



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Education Differential (Accepted courses)

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Registered Nurse, Range B  
Health Services Specialist  
Supervising Registered Nurse  
Unit Supervisor

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1. Human Sexuality
2. Cardiac Nursing
3. Sex Education
4. Psychiatric Nursing
5. Crisis Intervention
6. Human Genetics
7. Growth and Development
8. Substance Abuse
9. Medical Electronics
10. Interpreting Laboratory Test Results
11. Respiratory Therapy
12. Pharmacology
13. Nursing and the Law-Legal Aspects and Legislation

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14. Medical/Nursing Ethics
15. Gerontology
16. Physical Assessments
17. Upper Level Physical Behavioral Science Courses
18. Principals of Nursing Supervision and Management
19. Courses related to working with the Developmentally Disabled Client
20. Client Stress Management
21. Pediatrics Nursing
22. Communication skill courses for Client Care such as:  
Signing, Spanish
23. IV Therapy
24. E.R. Nursing
25. Terminally Ill Patient Care
26. Oncology Nursing
27. Statistics
28. Any nursing units required in the Nurse Practitioner Course Program
29. Any nursing units included in the BS, MS or Ph.D. Nursing Degree Program
30. Infection Control
31. Rehab Nursing – Ortho – PM/R

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32. Technical Writing Care Plans, Medical Protocols and Procedures

33. Supervisory/Management Related Courses

Minimum 9 units required for RN III and Unit Supervisor as approved by the CNS or CD.

**Sonoma Developmental Center**

Education Differential (Accepted courses)

1. Upper division Nursing Courses, i.e., Cardiac, Psychiatric, Pediatric Nursing
2. Crisis Intervention
3. Human Genetics
4. Substance Abuse
5. Interpreting Laboratory Test Results
6. Pharmacology
7. Nursing and the Law-Legal Aspects and Legislation
8. Medical/Nursing Ethics
9. Gerontology

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10. Physical Assessments
11. Upper Level Physical and Behavioral Science Courses
12. Principals of Nursing Supervisor and Management
13. Courses related to working with the D.D. Client
14. Statistics
15. Any nursing units required in the Nurse Practitioner Course/Program
16. Any nursing units included in the BS, MS or Ph.D. Nursing Program
17. Rehab Nursing – Ortho – PM/R
18. Technical Writing Care Plans, Medical Protocols and Procedures

Also courses that meet Supervision/Management requirements:

1. Supervisory/Management principles and practices
2. Written communication in organizations
3. Oral communication in organizations
4. Effective meetings
5. Excellence I the workplace
6. The Hiring process
7. Organizational behavior

8. Supervisory management problems

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**Sonoma Developmental Center**

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APPLICATION FOR EDUCATIONAL DIFFERENTIAL

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RN RANGE B, SUPERVISING RN (SRN), SURGICAL NURSE I, SURGICAL NURSE II, HEALTH SERVICES SPECIALIST (HSS) UNIT SUPERVISOR

DS

FIFTEEN (15) UNITS

COURSE WORK MUST BE COMPLETED WITHIN THE LAST 5 YEARS. COURSE WORK MUST BE UPPER DIVISION (4 YR. COLLEGE/UNIVERSITY).

UNIT SUPERVISOR: NINE (9) OF THE FIFTEEN (15) UNITS MUST BE COMPLETED IN SUPERVISION/MANAGEMENT RELATED COURSE WORK.

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NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

NAME ON TRANSCRIPT, IF DIFFERENT FROM ABOVE:

PRESENT ASSIGNMENT: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

LIST COURSES THAT YOU FEEL MEET QUALIFICATIONS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SEND OFFICIAL TRANSCRIPT TO:  
SONOMA DEVELOPMENTAL  
CENTER  
TRAINING OFFICE

P.O. BOX 1493  
ELDRIDGE, CA 95431

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IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ARNOLD WILLIAMS RN,  
PNED X6704

BU 17 – RANGE B & C PROGRAM

Approved Job-Related Courses. (Suggested course titles – others  
can be approved by QRP)

NURSING RELATED COURSES

Pathophysiology for Nurses

Concepts in Health Aging

Professional Transition

Professional Nursing Roles

Statistics

Health Assessment

Health Appraisal

Health Care Systems, Policy & Finance

Health Assessment in Advanced Nursing Practice

Health Care Finance and Quality Management

Organization Theory and Design

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Human Resources Management  
Management Skills  
Population-Based Community Assessment, Planning and  
Partnership Development  
Introduction to Epidemiology  
Teaching Strategies for the Health Care Client  
Concepts of Complex Clinical Nursing  
Community Based Nursing  
Concepts in Community Health and Home Health Nursing  
Advanced Pharmacology  
Pathophysiology Basis of Disease for Advanced Practice Nurses  
Assessment and Management of Family Health Care  
Advanced Pathophysiology  
Theories Foundations of Nursing Practice  
Leadership and Health Care Economics  
Leadership and Clinical Management  
Advanced Clinical Nursing for the Nurse Practitioner  
Nurse Practitioner Role in Primary Prevention  
Nurse Practitioner Role in Secondary Prevention  
Roles in Advanced Practice Nursing  
Secondary Prevention Pediatric Nurse Practitioner  
Secondary Prevention Geriatric Nurse Practitioner

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Nurse Practitioner Role in Tertiary Prevention

Nurse Practitioner Role in Tertiary Prevention – Pediatrics

Geriatric Nurse Practitioner Role in Tertiary Prevention

Human Diversity and Health Care

Health Teaching

Life Cycle

Biochemistry

Professional Collaboration Nursing Practice

Principles of Leadership/Management in Nursing

#### GERIATRIC COURSES

The Journey of Adulthood

Women and Aging

Images of Aging in Contemporary Society

Psychology of Aging

Heritage and Aging

Health Issues of Aging

Resource Management of Aging

Social Services for the Aging

Mental Health and Aging

Alzheimer's Disease

Caregiving/Home

Death and Dying

Aging in America: Politics and Change

Biophysical Aspects of Aging

Communication and Aging

Multiculture/Aging

Social Gerontology

**PUBLIC HEALTH CARE & ADMINISTRATION**

Environments of Public Administration

Analytical Methods in Administration

Program Evaluation

Contemporary Issues in Health Care Management

Managed Health Care

Public Health Administration

Non-Profit Management

Grantsmanship and Financial Development

Administrative Law

Administration in Multicultural Settings

The Disabled in America

Seminar in the Administration of Justice

Public Human Resources Administration and Labor Relations

Finance and Budgeting

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Health Policy and Analysis

State, local and Intergovernmental Management

Graduate Survey of Public Policy & Administration Public  
Management and Organizational Change

Legal and Ethical Issues in Health Care

Public Policy and Analysis

COLLEGE – CERTIFICATE COURSES FOR CAADAC AND  
CAADE\*

Introduction to Human Services

Introduction to Alcoholism and Substance Abuse

Ethics and Human Service Worker

Basic Interviewing and Counseling Skills

Introduction to Counseling and Multicultural Population

Psychopharmacology & Alcohol & Drug Abuse &  
Psychotherapeutic Medication

Understanding Psychopathology and Treating the Dual Diagnosis  
Person

Counseling Approaches and Techniques

Group Counseling Strategies

Group Counseling Process

Case Management

Internship for Mental Health /Substances Abuse Care

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\*California Association Alcohol Drug Abuse Counseling (CAADAC)  
California Association Alcohol Drug Educator (CAADE)

DEPARTMENT OF EDUCATION

College Courses – Registered Nurse II Education Differential

1. Degrees – courses leading to AA, BS, MS Phd degrees in nursing.
2. Credentials – courses included in the following credential programs:
  - Nurse Practitioner
  - School Nursing
  - Emergency Nursing
3. Certificate program – courses offered by UC, leading to Human Services Certificate.  
Courses offered in items 1, 2, and 3 cover a wide range of classes. Only job-related courses will be approved.
4. Specific subject area courses:
  - Abnormal Psychology
  - Audiology

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- Behavioral Disorders of Children
- Computer Sciences
- Crisis Intervention
- Diabetic Care and Control
- Ethnic/Cultural Sociology (including deaf/blind)
- Family Therapy (child abuse, family in crisis, problem families)
- Genetics
- Group Dynamics
- Growth and Development
- Handicapped Child Care
- Hearing and Speech Disorders
- Human Sexuality/Sex Education
- Infection Control
- Interpreting Lab Reports
- Leadership Training
- Legal Aspects of Nursing-Legal responsibility
- Medical Nursing Ethics
- Medical Record Keeping
- Neurological Nursing –Neurological Handicapped, care of
- Handicapped Child Care
- Nutrition

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Orthopedically Handicapped-course directly related to care and activities of daily living

Patient Teaching

Pediatric Nursing

Pharmacology

Physical Assessment

Play Therapy

Problems of Adolescence

Psychiatric Nursing Psychiatric Treatment Modalities:

e.g. Behavior Modification

Reality Therapy

Transactional Analysis

Assertive Discipline

Recent Advances in Pediatric Medicine

Rehabilitative Nursing

Respiratory Therapy

Screening Procedures – e.g., sickle cell scoliosis

Second Language – Spanish

Sign Language – beginning, intermediate, advanced interpretation

Sport Injuries

Statistics

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- Stress Management
- Substance Abuse
- Supervision
- Technical writing – e.g., reports, protocols and procedures, care plans, grant applications
- The Asthmatic Child
- The Autistic Child
- Time Management
- Upper division Physical Behavioral Sciences
- Vision Testing

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DEPARTMENT OF EDUCATION  
RN II EDUCATION DIFFERENTIAL

Name:

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Class: Registered Nurse II

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State Special School:

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Course Title:

Units:

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Course Content:

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Approval:

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Immediate Supervisor

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Approval:

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Superintendent

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Attachment: Copy of Transcript

cc: Personnel Assistant

DEPARTMENT OF MENTAL HEALTH  
**Atascadero State Hospital**  
RN EDUCATIONAL DIFFERENTIAL  
BARGAINING UNIT 17

Registered Nurse Range B, Surgical Nurse I and II, and Health Services Specialists who successfully complete the equivalent of 15 qualifying semester units of collegiate level job-related courses in a college or university of recognized standing shall

be given an educational differential of \$50.00 per month. Only courses on the lists established by each department for implementing this provision will qualify toward this differential.

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Upon request of the employee, each department employing RN Range B, Surgical Nurse I and II, and Health Services Specialists shall make available to all current and new Unit 17 employees a copy of the lists of those courses which qualify for this differential.

Only courses completed within the previous five years shall qualify towards educational differential.

The educational differential shall not be considered as "compensation" for purposes of retirement contributions.

The State may add courses to the qualifying list at its discretion.

The 15 qualifying units must be taken from the following list:

1. Any required course which might lead to an AA, BA, BS, MA, MS, or Ph.D.

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2. Human Services Certificate Program courses.
3. Courses in an expanded practice Act, in the following
  - a. Nurse Practitioner
  - b. Emergency Room Nursing
  - c. Public Health Nurse
4. Adult Education Teaching Credentials Program
5. Upper Division Physical Science
6. Upper Division Behavioral Science
7. Technical Report writing
8. Medical records keeping
9. Statistics
10. Computer Science
11. Stress management
12. Supervision
13. Management
14. Hospital management
15. Human sexuality
16. Sex education
17. Psychiatric nursing
18. Abnormal psychology

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19. Gero psychiatric nursing
20. Gerontology nursing
21. Crisis intervention and theory
22. Substance abuse
23. Grief and loss
24. Strategies in psychosocial nursing
25. Family therapy
26. Group dynamics
27. Psychology of intervention techniques
28. Ethnic/Cultural
29. Sociology
30. Legal aspects of nursing.
31. Forensics – criminal justice
32. Medical ethics
33. Pharmacology
34. Interpreting lab results
35. Growth and development
36. Human Genetics
37. Physical assessment
38. Cardiac care.
39. Rehab nursing
40. Respiratory nursing

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- 41. Leadership training
- 42. Spanish

Please submit a copy of your transcripts and request to:  
 Debbie Marks-Molfino  
 In-Service Training Center

If you have any questions, please call Debbie at (805) 468-2211.

Checklist for appointments

Complete all required items on ROSTER and POSITION CARDS  
 (STD. 608, 611)

- \_\_\_\_\_ Leave Accounting System Information or Leave Record Card (if applicable)
- \_\_\_\_\_ Make Rolodex card (\_\_\_\_\_ Shift and RDO assignment sheet)
- \_\_\_\_\_ Enter on Form 672, Attendance Report
- \_\_\_\_\_ PAR and EAR, date keyed \_\_\_\_\_ date mailed \_\_\_\_\_
- \_\_\_\_\_ Label OPF, set up categories with clips and place with the active files
- \_\_\_\_\_ Licensed Employee? Make sure there is a copy of their license in the OPF.
- \_\_\_\_\_ Manager, Supervisor, Confidential or Excluded employee?

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1. Give employee "Compensation Plus" Packet  
(have them sign cover page, copy and put in OPP)
  2. Give employee Co-Ben information  
Annual Leave (copy of letter to employee and file)  
Optional for BU 7, 12, 13, 14, 16, 17, 18, 19, 20 and excluded  
Retirement Info (copy of letter to employee and file)  
If EE requests: give option booklet (PERS-PUB-52) to  
employee, have ee sign page 1, mail notice to PERS, and make  
copy for OPF  
Eligible for Health, Dental, Vision (copy of letter to employee and  
file)
- 
1. Eligible if appointment exceeds 6 months & time base is 1/2  
time or more.
  2. Memo to employee, if newly eligible.
  3. CoBen information to BU 7, 16, 18, & 19 (CoBen has no  
waiting period for  
Delta)
- Additional Position?
- 
- Copy of approval letter or Work Assignment Form from current  
primary position supervisor to OPF.
- Reduction of time base to less than 1/2 and enrolled in Medical  
Reimbursement Account?
- 
- Refer to Benefits Specialist for COBRA notification
- Transfer?
- 
1. PROFS/FAX previous agency, if needed.
- 

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2. Check file for any required health benefit documentation - obtain if necessary

PSS Name:

Work Area:

Employee Name:

Position Number:

Effective Date:

Classification:

Salary Rate:

Range (if other than Range A):

Certification No. (For A01 Appt.):

List Type:

Cert Clearance sent to SPB:

Fingerprints Cleared:

Tenure:

Timebase:

Attachments:

Appointment

Miscellaneous Change Code:

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Code: \_\_\_\_\_

Length of Probation: \_\_\_\_\_ MCR: \_\_\_\_\_ CBID: \_\_\_\_\_ WWG: \_\_\_\_\_

Alternate Range Criteria (Information from the Payscale)

540S# \_\_\_\_\_ 607# \_\_\_\_\_ (revised 3/2003)

Salary Determination Form

Name: \_\_\_\_\_ Work Area: \_\_\_\_\_

Effective Date: \_\_\_\_\_ #: \_\_\_\_\_

Current Classification \_\_\_\_\_ #: \_\_\_\_\_

New Classification \_\_\_\_\_

Type of Salary Determination and Salary Rule:  
\_\_\_\_\_ MSA/SISA 599.638 OR 599.585

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_____		See Alternate Range Criteria
_____	Range Change	for Salary Rule
_____		599.573 or 599.674 or
_____	List Appointment	599.675 or 599.676
_____	Transfer to Another	599.674 or 599.675 or
_____	Class	599.676
_____	Reinstatement	599.677 or 599.678

Use the California Civil Service Payscale – Pages 6.0 – 6.7 & 10.0 – 10.2 to aid in computing the salary determination to be made. (And whether special pays will be included in salary calculations.)

Determine MSA/SISA  
Current Salary            x 1.05 (5%)            = New Salary

(Checkpoint: Is this new Salary within the salary Range? If not, you may have to adjust the new salary lower to meet the max or higher to meet the minimum.)

Determine Transferability Using Last A01 Appointment:

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\_\_\_\_\_ x 1.05 = \_\_\_\_\_ x 1.05 -\$1 = \_\_\_\_\_  
 (From Max) Times 5% Equals one (times 5% (subtract \$1) (New max  
 step again) may be no  
 more than  
 this amount.)

Determine Salary		= Salary Regulation to
Differential:	Salary differential	use:
To Maximum	+ 0.0% to + 5.0%	= 599.674 (a)
From Maximum	+ 5.1% to + 9.9%	= 599.674 (b)
= Difference	- 0.1% to - 9.9%	= 599.674 (c)
/ Lower Maximum	-10% or more lower	= 599.675
% (range difference)	+ 10% or more higher	= 599.676

Determine New Salary:

Current \_\_\_\_\_ x 1.05 = \_\_\_\_\_  
 Salary \_\_\_\_\_ or \_\_\_\_\_  
 Current Salary \_\_\_\_\_ = \_\_\_\_\_

- ( ) Less than 5%, employee may qualify for accelerated MSA.
- ( ) 5% or more, employee receives a new anniversary date.
- ( ) HAM class – Hiring above minimum authorization for class or individual.
- ( ) Recruitment and Retention-Item 351 on PAR: Earn, ID: \_\_\_\_\_ Amt: \_\_\_\_\_
- ( ) Plus salary-See Payscale section 5 for assistance in calculating adjustments.
- ( ) Other special pays-See MOU and Payscale to determine eligibility. List: \_\_\_\_\_

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PSS: \_\_\_\_\_ Date Completed: \_\_\_\_\_

REQUEST FOR PERSONNEL ACTION  
PERSONNEL TRANSITION REQUEST PROCESS

ORIGINATOR  
COMPLETE A, B, CD, & D  
FORWARD REQUEST TO PERSONNEL

THEN:

PERSONNEL  
RETURNS PROCESSED REQUEST TO ORIGINATOR

THEN:

ORIGINATOR  
COMPETES E, F (FIRST LEVEL)  
RETURNS COMPETED HIRING PACKET TO PERSONNEL

THEN:

PERSONNEL  
NOTIFY ORIGINATOR OF SELECTION APPROVAL

DISTRIBUTION

1. WHITE – POSITION CONTROL ANALYST, LOG SHEET.
2. GREEN – POSITION CONTRAL ANALYST, FILE COPY.
3. CANARY – EEO OFFICER
4. PINK – RETURN TO ORIGINATOR.
5. GOLDENROD – ORGINATOR RETAINS.

**Napa State Hospital**

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Memorandum

To: Applicant for RN Educational Differential Date:

May, 2003

From: Napa State Hospital

Telephone: (707) 253-5258

2100 Napa Vallejo Highway

Napa, California

Subject: APPLICATION PROCEDURES

Attached you will find the following:

1. Guidelines Regarding Eligibility Requirements and Process for Requesting RN Educational Differential
2. List of Approved Subjects
3. Application for Educational Differential

If you are ready to submit your application, please refer to the attached guidelines and to Administrative Directive #353.

APPLICATION FOR RN EDUCATION DIFFERENTIAL

NAPA STATE HOSPITAL

Applicant Information

Name	Work Location	Shift	Work Phone	Home Phone
------	---------------	-------	------------	------------

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LIST BELOW THE COURSES YOU HAVE COMPLETED WHICH YOU WISH TO USE TO QUALIFY FOR EDUCATIONAL DIFFERENTIAL:

Class	Quarter/Semester Taken	# of Units	Grade

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LIST THE TRANSCRIPTS YOU HAVE HAD SENT TO THE LABOR RELATIONS OFFICE:

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\_\_\_\_\_  
Dated: Applicant Signature

APPLICATION FOR RN EDUCATIONAL DIFFERENTIAL QRP DECISION:

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date:

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### APPROVED SUBJECTS FOR RN EDUCATIONAL DIFFERENTIAL

REQUIRED: Applicants must have completed fifteen (15) acceptable units. At least nine (9) of the fifteen (15) required college units must be in one or more of the following subjects. The remaining six (6) credits may be in these subjects or may be selected from a list of "alternative subject areas" listed below.

Health Education

Principles of nursing supervision and management

Psychology

Sociology

Education

Anthropology

Mathematics

Foreign Language

Nursing

Humanities

Life Science

Forensics

Philosophy/Ethics

English

Nutrition

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ALTERNATIVE: Six (6) of your fifteen (15) credits may be from one or a combination of the following subject areas. The number in parentheses after each category is the maximum number of allowable credits in that category.

- |                             |                               |
|-----------------------------|-------------------------------|
| Recreation Therapies (3)    | Computer (6)                  |
| Economics (3)               | Political Science (3)         |
| Performance Improvement (6) | Guidance/Self Development (6) |
| Physical Education (2)      | Speech (6)                    |
| Supervision/Management (6)  |                               |

GUIDELINES REGARDING ELIGIBILITY REQUIREMENTS AND PROCESS FOR REQUESTING RN EDUCATION DIFFERENTIAL

The Executive Director will establish a Qualification Review Panel (QRP) which shall consist of the Employee Relations Officer and at least one registered nurse. The QRP will review the qualification of applicants for educational differential and approve or deny application.

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1. Qualifications Review Panel:

The QRP will meet monthly or as required. Responsibilities include:

a. Maintains current list of approved subject areas.

(NOTE: this list, which is attached to this packet, does not list specific classes, as not all classes within a subject area may be considered job related. For example, a forensic class about introduction to penal code commitments may be acceptable, whereas a forensic class about arrest and firearms would not be.)

b. Approves/disapproves courses for addition to list.

c. Verifies successful completion of required units from transcripts.

d. May establish minimum requirements for specific courses and/or may set maximum credits allowed for given coursework.

e. Monitors application and review process.

2. Candidates:

a. Candidates must be employed at Napa State Hospital in the classification of RN B, surgical Nurse I or II, Health Services Specialist, or Supervising RN.

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### 3. Unit Requirements:

- a. A list of approved job-related subjects is available through the Employee Relations office. Only approved courses shall qualify toward the differential.
- b. Credit given for courses taken to obtain RN licensure do not qualify toward the differential.
- c. Only courses with a grade of "C" or better, or the numerical equivalent of a "C" or better, are accepted in fulfillment of college unit requirements.
- d. Credit/no credit classes may be acceptable if verification of successful completion ("C/average" or better) is provided.
- e. Quarter units convert to semester units on a three (3) for two (2) basis.
- f. Qualifying courses must have been completed within the last five (5) years (determined by semester/year: e.g., class taken any semester in 1990 is good through 12-31-95).

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### 4. Application Procedures:

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- a. Application packets are available in the Employee Relations Office and, after completion, are submitted to the Employee Relations Office.
- b. The applicant will have an official, sealed (unopened) transcript delivered to the Employee Relations Office.

5. Timetables:

- a. Timetable for application approval/disapproval process to begin after completed application packed (including transcripts) is received by Employee Relations Office. QRP will review applicant's packet at the first meeting of the panel after receipt of all required information.
- b. Alternate range to become effective on first day of the pay period following approval by QRP.

6. Appeal process:

- a. Written request for appeal will be addressed to the QRP (via Employee Relations Officer) within twenty (20) calendar days of notice of ineligibility.
- b. The appeal consists of a personal interview with the QRP and submission of any additional relevant information or material applicant wishes to offer.

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- c. The QRP will make a decision on the appeal and notify the applicant in writing within ten (10) calendar days of the decision.
- d. Final appeal will be to the Executive Director and must be requested in writing within twenty (20) calendar days of date of notice of QRP's appeal decision.
- e. Applicants who are otherwise eligible and are not granted the educational differential because they have not met the course requirements may re-apply immediately upon completion of appropriate courses.

**Patton State Hospital**

Memorandum

To: Registered Nurses, Range B  
Health Service Specialist  
Supervising Registered Nurses

Date: September 24, 2002

From: Blanche Sherer

Telephone: (909) 425-7541

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Subject: Educational Differential (E.D.)

Consistent with the language of the current agreement between the State and SEIU Local 1000, representing Bargaining Unit 17 (Ref: BU 17 Agreement, effective July 8, 2002 through July 2, 2003, Article 11 – Salaries, section 11.58.17 – Educational Differential and Department of Personnel Pay Scale, section 14.43 – Pay Differential, revised 8/31, Registered Nurses (Range B), Health Services Specialists, and Supervising Registered Nurses who within the past five (5) years have successfully completed the equivalent of fifteen (15) qualifying semester units of collegiate level, job related courses in a college or university of recognized standing, shall be given an educational differential of fifty dollars (\$50) per month.

To receive the education differential eligible staff must:

Complete and return an application form to the Director of Human Resources. (Forms are available from the Program/Department office, CNS, or Human Resources).

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Submit official transcript showing courses to be considered. The transcript must have an Official University Seal and that seal must not be broken. You may also have the college or University send a sealed transcript directly to the Human Resources Department. Only courses on the attached list qualify toward the fifteen (15) semester units for this differential. However, the State may add courses to the qualifying list at its' discretion. Only courses completed within the previous five years shall qualify towards the educational differential.

The application will then be reviewed and approved/disapproved by the Program Director and then by the Coordinator of CNS and the PNED. The educational differential (E.D.) will become effective with the first pay period following approval. It (E.D.) is not considered "compensation" for retirement purposes, however, it is considered when calculating overtime compensation.

#### Qualifying Courses

#### Human Services Certificate Program Courses

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Courses in an expanded practice credentials program as defined by the California Nursing Practices Act, in the following areas:

- a. Nurse Practitioner
- b. Emergency Room Nursing
- c. Public Health Nurse

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Abnormal Psychology  
Adult Education Teaching Credentials Program  
Cardiac Care  
Computer Science  
Crisis Intervention Theory  
Ethnic/Cultural Sociology  
Family Therapy  
Forensics – Criminal Justice  
Gero Psychiatric Nursing  
Gerontology Nursing  
Grief and Loss  
Group Dynamics  
Growth and Development  
Hospital Management  
Human Genetics

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- Human Sexuality
- Interpreting Lab Results
- Leadership Training
- Legal Aspects of Nursing
- Management
- Medical Ethics
- Medical Record Keeping
- Pharmacology
- Physical Assessment
- Psychiatric Nursing
- Psychology of Intervention Techniques
- Rehab Nursing
- Respiratory Nursing
- Sex Education
- Sociology
- Spanish
- Statistics
- Strategies in Psychosocial Nursing
- Stress management
- Substance Abuse
- Supervision
- Technical Records Keeping

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Upper Division Behavioral Science

APPLICATION FORM  
RN EDUCATION DIFFERENTIAL

Employee Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Program/Department: \_\_\_\_\_

List of courses to be considered below:

Course	Completion Date	Units Quarter/Semester
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Employee Signature

\_\_\_\_\_  
Date

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PROGRAM DIRECTOR: I have received and approve this application for review:

Signed \_\_\_\_\_

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

COORDINATOR OF NURSING SERVICES:

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Approved for Differential: \_\_\_\_\_

Not Approved for Differential: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PNED:

Approved for Differential: \_\_\_\_\_

Not Approved for Differential: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Metropolitan State Hospital**

**APPLICATION – REGISTERED NURSE B AND HEALTH SERVICES SPECIALIST**

Application for education differential on basis of fifteen (15) units of job-related college credits.

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(Last) (First) (MI)

Civil Service Classification: \_\_\_\_\_

Program: \_\_\_\_\_ Unit: \_\_\_\_\_

Education:  
\_\_\_\_\_ High School \_\_\_\_\_ Years Graduated Yes No (Circle One)

\_\_\_\_\_ College \_\_\_\_\_ Years Graduated Yes No (Circle One)

Other (Describe)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject Matter	Length	Where Taken	Units
Covered in Course			
_____	_____	_____	_____
_____	_____	_____	_____

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To the best of my knowledge, the foregoing statements are true and complete.

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Signed

\_\_\_\_\_  
Date

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Please complete form, attach sealed transcripts and mail to:

Pat LaMountain, PNED

Nursing Education

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### REGISTERED NURSE EDUCATIONAL DIFFERENTIAL PROCEDURE

In compliance with the Bargaining Unit 17 contract, Registered Nurse Range B, and Health Services Specialist (HSS), will receive an educational differential based on the following criteria:

Successful completion of the equivalent of fifteen (15) qualifying semester units of collegiate level job-related courses in a college or university of recognized stand.

Only courses completed within the previous five (5) years shall qualify towards the educational differential.

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The fifteen (15) qualifying units must be taken from the following list:

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1. Any required course which might lead to an AA, BA, BS, MA, MS or Ph.D.
2. Human Service Certificate Program courses.
3. Courses in an Expanded Practice Credentials Program as defined by the California Nursing Practice Act, in the following areas:
  - a. Nurse Practitioner
  - b. Emergency room Nursing
  - c. Public Health Nurse
4. Adult Education Teaching Credentials Program
5. Upper Division Physical Science
6. Upper Division Behavioral Science
7. Technical report writing
8. Medical record keeping
9. Statistics
10. Computer Science
11. Stress management
12. Supervision

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13. Management
14. Hospital management
15. Human sexuality
16. Sex education
17. Psychiatric nursing
18. Abnormal Psychology
19. Gero Psychiatric nursing
20. Gerontology nursing
21. Crisis intervention and theory
22. Substance abuse
23. Grief and loss
24. Strategies in Psycho-social nursing
25. Family therapy
26. Group dynamics
27. Psychology of intervention techniques
28. Ethnic/cultural sociology
29. Sociology
30. Legal aspects of nursing
31. Forensics – criminal justice
32. Medical ethics
33. Pharmacology
34. Interpreting lab results

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1. Educational differential will be made by the Personnel Office following written approval and recommendation from PNED. The increased salary rate will become effective on the first of the pay period after the employee meets all of the conditions and established criteria.
2. The educational differential will be included when computing overtime compensations.
3. The educational differential shall not be considered as "compensation" for purposes of retirement contributions.

**DEPARTMENT OF VETERAN'S AFFAIRS**

**SUBJECT**

Registered Nurse, Range B, Supervising Registered Nurse and Surgical Nurse I and II – Education Differential.

**PURPOSE**

To provide policy statement, guidelines and procedure for implementing Registered Nurse Range B, Supervising Registered

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Nurse and Surgical Nurse I and II of the Educational Differential Program as agreed to on July 1, 1995 between the State of California and SEIU Local 1000, Unit 17, section 11.57.17.

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DEFINITION

During this year's contract bargaining with SEIU Local 1000, Unit 17, section 11.57.17, the State agrees to provide qualifying Registered Nurses, Range B, Supervising Registered Nurses and Surgical Nurse I's and II's with an educational differential of fifty dollars (\$50) per month.

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For purposes of overtime computation, this differential shall be considered as compensation.

A. The fifteen (15) qualifying units must be taken from the following list:

1. Any required course which might lead to a BA, BS, MA, MS or Ph.D. in Nursing or Health Care Administration.
2. University of California Human or Health Care Administrations Services Certificate Program courses.

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3. Courses in an Expanded Practice Credentials program as defined by the California Nursing Practice Act in the following areas:
  - a. Nurse Practitioner
  - b. Public Health Nurse
4. Adult Education Teaching Credentials Program
5. Upper Division Physical Science (Biochemistry, Pathophysiology)
6. Upper Division Behavioral Science
7. Technical Report Writing (Management Reports)
8. Death and Dying (Terminally Ill)
9. Statistics
10. Computer Science
11. Stress and Time Management
12. Supervision
13. Management (Principles of Nursing)
14. Hospital Management
15. Human Sexuality
16. Research
17. Psychiatric Nursing
18. Abnormal Psychology
19. Gero Psychiatric Nursing

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20. Gerontological Nursing
21. Crisis Intervention and Theory
22. Substance Abuse
23. Grief and Loss
24. Strategies in Psychosocial Nursing
25. Family Therapy
26. Group Dynamics
27. Psychology of Intervention Techniques
28. Ethnic/Cultural Sociology
29. Sociology
30. Legal Aspects of Nursing
31. Communication Skill Courses for Client (Signing, Audio/Visual)
32. Medical Ethics
33. Psychopharmacology
34. Leadership (Nursing)
35. Growth and Development
36. Human Genetics
37. Physical Assessment
38. Cardiac Care
39. Rehab Nursing
40. Respiratory Nursing

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- 41. Leadership Training
- 42. Spanish
- 43. Public Speaking
- 44. Nutrition
- 45. Hospice
- 46. Community and Mental Health Concepts
- 47. Home Health Care
- 48. Performance Evaluation
- 49. Communication Skills
- 50. Change (Management of)

B. Courses granting continuing education units do not qualify.

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Union Proposal  
Bargaining Unit 20

Date \_\_\_\_\_

Proposal No: 1

The Union proposes the following rollover language:

**Side Letter 16.20**

Any provisions of the Contract that are not addressed through these negotiations will be rolled over and incorporated into the MOU.

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Karen Franklin  
W. J.  
Patrick Flynn  
Steve Chubb  
M. J.

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Bill Demora  
James H. Bell  
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