



# HPAE

## LOCAL 5138 Newsletter

A Newsletter for the  
members of HPAE Local 5138  
at Southern Ocean Medical Center

HPAE LOCAL 5138 NEWS

March/April 2021

### Payroll, PTO, Hartford Issues

There have been many issues with payroll, including PTO & Hartford problems. Your manager is your first contact to see if she/he can help. If you have had any issues and your manager cannot help, please contact Corporate HR via email so you can start a paper trail to show what you have done to remedy the situation. Keep all emails to and from HR in a folder; we will need hard copies if the union needs to get involved.

### Collective Bargaining Agreements

#### Contracts

We finally received hard copies of our Collective Bargaining Agreement in March. They will be distributed over the next month. Remember, there is an 8" x 11" copy in a binder on every nursing unit, usually located in your break room. IF YOUR DEPARTMENT DOES NOT HAVE ONE, PLEASE EMAIL US and we will get a copy to your unit.

## KNOW YOUR CONTRACT

### REQUESTING PTO (Article 10.02C PTO Submissions) p. 24 in CBA

You must request PTO via **MyWay-PeopleSoft**. Seniority will prevail in the following:

Submit dates by:

MARCH 1ST	for PTO requests from June 1st through September 30th
JULY 1ST	for PTO requests from October 1st through January 31st
NOVEMBER 1ST	for PTO requests from February 1st through May 31st

If you don't request your time via **PeopleSoft** by the above dates, you can still request PTO, but after those above dates, it will be *first come, first served*.

If you need to make **long range plans** for PTO (i.e. your wedding, a planned big vacation that you have placed a deposit for already) which would fall out of the time frame request as above, you can submit your request in writing to your manager along with a signed waiver from your senior co-workers stating they will not request PTO at that time.

There should be an approved **PTO calendar/log book** available to all employees on your unit. This is very helpful to see who has off when if you did not sign up for PTO by the above dates since managers will have a cap on how many RN's may take PTO in a given week.

PTO requests submitted for un-posted time shall not be unreasonably denied.

If your **request is denied**, you can *secure your own coverage* as long as the replacement has *equivalent skills/qualifications and does not result in overtime* for that replacement.

Requesting PTO in PeopleSoft will result in getting paid for your PTO day.

If you **need a day off without PTO being paid to you** (e.g. an appointment), you can request a day off without pay in the HMH Scheduling System/Smart Square at anytime. For example, if you have a doctor's appointment 4 months from now, you can go into Smart Square, go to that date click on it, and request a day off without using PTO. You can work your regularly scheduled FTE, having that specific day off for your appointment, and not need to use PTO time.

Please see your contract for additional information on PTO/ Benefit Time Scheduling

#### Arbitration Win

HPAE won arbitration for *Holiday time worked/Overtime*.

If you work a qualifying holiday **and** you work over 40 hours in that same week (by picking up extra time available), **you will be paid overtime on the holiday as well as overtime on every hour worked over 40 hours in that same week**. HMH was paying OT only on the holiday and not on any hours worked over 40 hours in the same week.

For the **Clinical Ladder Program/RN-CAP** (Appendix D p. 66), there will be an annual payment each July (prorated based on scheduled hours).

**Level II** \$1,000    **Level III** \$2,500    **Level IV** \$4,000

The **HPAE Council of Retirees (COR)**  
is a great way to stay connected with our Union when we retire.  
To become a member or for more info.,  
contact, Doris Bell at [dbell-hpae@comcast.net](mailto:dbell-hpae@comcast.net)

A Newsletter for the members of HPAE Local 5138

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## Workers Memorial Day – April 28, 2021



Fifty years on April 28, Workers Memorial Day, the Occupational Safety and Health Act (OSHA) went into effect, promising every worker the right to a safe job. The law was won because of the tireless efforts of the labor movement, which organized for safer working conditions and demanded government action. Unions and our allies have fought hard to make that promise a reality—winning protections that have made jobs safer and saved lives. But our work is not done. Each year, thousands of workers are killed and millions suffer injury or illness because of dangerous working conditions.

The COVID-19 pandemic highlighted the inextricable link between workplace safety and health and our communities.

HPAE continues to lead the fight for greater workplace health and safety, at the bargaining table when we negotiate with our employers, through regulatory agencies like OSHA, and through our advocacy for stronger health and safety and pandemic preparedness legislation.

**This year, on April 28, Worker’s Memorial Day, HPAE is planning a state-wide day of action to remember all the members and healthcare workers we have lost during the pandemic.** Local union leaders will be distributing “In Memory” black ribbons. We urge all HPAE members to wear their ribbon at work and to help send the message that our health and safety must remain a top priority.

For more information about the  
**HPAE Retiree Medical Trust**  
call 201-947-8000 or visit  
[www.hpae.zenith-american.com](http://www.hpae.zenith-american.com)



Since the fall 2020, healthcare workers have been reporting to HPAE concerns over highly suspicious ill-fitting, misshapen, sometimes torn and, often, odd-smelling “3M” masks they are being given by their employers while providing care for patients during a pandemic outbreak. Workers have reported that it is difficult to get proper seal with these masks to ensure they are fully protected. It turns out, the nation is inundated with fake respirator masks. HPAE has published a guide on how to tell whether the masks you’ve been provided is potentially counterfeit, <http://bit.ly/ExposedFaceMasks>

### Local 5138 Local Executive Board (LEB)

Anna Pona, President  
Alice Howarth Secretary/Treasurer

### Unit Representative Meeting Dates for 2021

All meetings held at 745 pm via Zoom. Please RSVP to [local5138@hpae.org](mailto:local5138@hpae.org) to receive the Zoom meeting link.

April 1st-has been cancelled.

Instead there is a General Membership Meeting on April 14th.

Wednesday, May 5th	Wednesday, September 1st
Thursday, June 3rd	Thursday, October 7th
Wednesday, July 7th	Wednesday, November 3rd
Thursday, August 5th	Thursday, December 2nd

Any questions? We can be reached at our Local’s email [local5138@HPAE.org](mailto:local5138@HPAE.org)