

RN Staffing Incentives

11/29/2020

In response to current and anticipated nursing staffing issues and lack of available traveler resources, FHS has created incentives to maintain consistent staffing through the surge season. The purpose of these incentives is to encourage FHS RNs to pick up shifts in bonus-eligible departments beyond their FTE. The voluntary component of the program provides for improved planning and scheduling, in addition to providing continuity and quality of care for our patients. These incentives do not apply to travelers/agency staff.

The initial timeframe for incentives will span November 29, 2020 through March 6, 2021.

Common Principles:

- Pyramiding of premium shift incentive with overtime or double time will not be permitted.
- The work week for the purposes of eligibility for incentive pay is defined as Sunday through Saturday.

1. Double Time Incentive Pay (DTI)

Eligibility Criteria for Nursing Units:

- Acute Care Units and Emergency Departments experiencing staffing hardship when the vacancy rate is greater than 15% (vacancy rates include filled positions where new hires have not started). Activation requires review and approval by site CNO or COO prior to submitting to HR for implementation.
 - *Acute Care defined:* Medical and Surgical Units; ICU; PCU
- Business Case Exceptions: When above criteria are not met and a unit is experiencing significant staffing issues, management may seek an exception to the criteria by submitting a business case to the COO or CNO, using a simple SBAR format. *This includes requests to turn on DTI for nursing units other than Acute Care and ED.* All exceptions require approval from site COO, CNO and HR Department before DTI is authorized. Extenuating circumstances might include, but are not limited to, sustained high absenteeism (e.g. 25% or greater), COVID outbreak conditions, large number of nurses on orientation, and high level of LOAs. Consideration should be given where the number of openings on a single shift places a hardship on staffing, yet the department vacancy rate is under 15% and incentive is not needed on all shifts.

Application of DTI:

- When the core schedule has unfilled shifts, RNs will be encouraged to sign up to work extra shifts.
- In the event more nurses volunteer and/or are signed up for a given incentive shift than needed, management will endeavor to rotate incentive shift opportunities.

Nurse Eligibility:

- a) Full-time nurses (1.0 FTE) who work their full forty (40) hour schedule in the work week will receive two times (2x) their base rate for working an incentive shift over their FTE.
- b) Full-time nurses (0.9 FTE, 12 hour) who work their full thirty-six (36) hours in a work week will receive two times (2x) their base rate of pay for working an incentive shift over their FTE.
- c) Part-time nurses - non 12 hour shift nurses, who work forty (40) hours in a week; or 12 hour shift nurses who work thirty-six (36) hours in a week, will receive two times (2x) their base rate of pay for working an additional incentive shift above 40 or 36 hours, respectively, in the work week.
- d) Per diem nurses – Must meet minimum work commitment and any scheduled shifts during the work week.
- e) In determining whether the nurse has met their FTE, the following hours paid but not worked **will** count: prescheduled time off, mandatory low census, mandatory education, jury duty, and bereavement.
- f) In determining whether the nurse has met his/her FTE, the following hours paid but not worked **will not** count: unscheduled time off, voluntary low census and voluntary education.
- g) FTEs cannot bump per diems who have been scheduled.
- h) A nurse may pick up a shift outside of their home unit, provided they are skilled and able to perform the work in the bonus-eligible unit.
- i) This incentive pay does not apply to exchanged or traded shifts.

2. Spot Pay Shift Bonus – Addresses unplanned absenteeism on short notice

Eligibility: All RNs/All units (includes per diem*)

- For Departments using the Regional Staffing Office: Initiated through the Regional Staffing Office for in-the-moment staffing crisis due to unplanned sick calls.
- For all other Departments: Initiated through unit management for in-the-moment staffing crisis due to unplanned sick calls.

Short notice is defined as agreement to work an unscheduled shift with 24 hours or less notice prior to the start of the shift.

Spot Pay may be used to cover partial or full shifts. Nurses who accept a shift on short notice or a partial shift on short notice (e.g., to fill a short notice sick call) will be paid a shift bonus of \$15/hour for hours worked in Spot Pay status. Mandatory low census hours during the work week will be counted as time worked. Prescheduled time off would not count.

A nurse will not be eligible for shift bonus when receiving DTI.

*Per diem RNs are eligible to receive Spot Pay assuming minimum work commitment has been met and scheduled shifts are worked during the week.