



**PROCEDURES
FOR
HUMAN RESOURCES
POLICY #6-699**

Reference Policy Code:
Effective Date:

Page 1 of 3
6-699
09-21

Responsibilities:

Vice President and Chief Experience Officer-

- Approve utilization of Tier Three Emergent Priority Staffing Bonus for a defined duration for the unit, shift, and position in question, in conjunction with Vice President over responsibility area in question

Vice President-

- Approve eligibility of department in area of responsibility and identify emergent, limited time period to apply Tier Three Emergent Priority Staffing Bonus, in conjunction with Vice President and Chief Experience Officer
- Notify Human Resources and Payroll in writing approval of Tier Three Emergent Priority Staffing Bonus for area of responsibility

Department Directors of Departments Authorized to Pay Emergent Priority Staffing Bonus-

- Calculate Open Shift Percentage and Approve Tier One or Tier Two Emergent Priority Staffing Bonus shifts for their areas of responsibility, identifying eligible employees and emergent time period to apply bonus
- Notify Human Resources and Payroll in writing approval of Tier One or Tier Two Emergent Priority Staffing Bonus for area of responsibility
- Upon Vice President approval of Tier Three Emergent Priority Staffing Bonus, identify eligible employees

Department Managers of Departments Authorized to Pay Emergent Priority Staffing Bonus-

- Approve Emergent Priority Staffing Bonus hours in timekeeping system

Human Resources-

- Determine Emergent Priority Staffing Bonus amount

Employees-

- Notify manager of Emergent Priority Staffing Bonus time according to appropriate department procedure, including date, start time, and number of hours

HR Procedure Owner:

Emily Kain, Director – System Compensation & HRIS

- Follow established procedures for working Emergent Priority Staffing Bonus in the timekeeping system

General Guidelines:

- **Emergent Priority Staffing Bonuses may be authorized in the following circumstances:**
 - Unplanned and unanticipated emergent staffing shortages in staffing of a limited duration that may pose a risk to the quality of patient care.
 - Leadership efforts and options to fill vacancies with typical or alternative schedule changes are exhausted.
- **Eligibility**
 - Unit and shift eligibility for Emergent Priority Staffing Bonus is recommended at the department level.
 - Employees are eligible to receive Emergent Priority Staffing Bonus on hours worked above the employees' regularly scheduled/approved pay period hours. Only shifts/hours worked above the approved FTE are eligible to receive Emergent Priority Staffing Bonus.
 - If an employee does not work a regularly scheduled shift, the employee will not be paid Emergent Priority Staffing Bonus for any additional shift(s) assigned at the employee's regular designated shift times (e.g., *day* shift employee working additional *day* shift) until they have worked above their approved FTE in that pay period.
 - If an employee is assigned a shift at an alternative shift time, different than the employee's regular designated shift time (e.g., *day* shift employee working *night* shift), the employee will be paid Emergent Priority Staffing Bonus for the changed shift without having to work above their approved FTE in that pay period.
 - The department's respective Vice President must identify and determine if the department is eligible to pay Emergent Priority Staffing Bonuses and approve their utilization in writing, copying Chief Financial Officer and Human Resources Vice President.
 - Employees in the PRN employment status are eligible for Emergent Priority Staffing Bonus if hours worked are beyond 24 in a six week schedule period.
 - Employees who have primary jobs in departments not authorized for Emergent Priority Staffing Bonus are eligible to receive Emergent Priority Staffing Bonus when assigned to cover a shift in the authorized department.
- **Compensation**
 - Emergent Priority Staffing Bonus is a pre-determined flat amount based upon the employee's job family assignment.

- Emergent Priority Staffing Bonus is included in the regular rate calculation, used to determine any applicable overtime pay.

Job Family*	Tier One Bonus	Tier Two Bonus	Tier Three Bonus
Administrative	\$5.00	\$9.00	\$19.00
Nursing	\$10.00	\$19.00	\$39.00
Professional	\$8.00	\$16.00	\$31.00
Technical	\$7.00	\$14.00	\$29.00
Service	\$5.00	\$10.00	\$20.00

*Verifications of job families can be located in Manager Self Service by selecting the employee from the menu, reviewing the Employee Profile , and confirming the pay grade of the employee's job. The first letter of the pay grade corresponds with the first letter of the job family (e.g., P08 = Professional).

References:

CRH Policy #6-601 *Overtime Pay*

CRH Policy #6-605 *Time off from Work*

CRH Policy #6-677 *Workforce Scheduling*

CRH Policy #6-699 *Emergent Priority Staffing Bonus*

Related Materials:

Kronos-Timekeeper/Scheduler: Standard Work Instructions for Employees & Leaders

Foot Notes:

Original Author / Title: Emily Kain, System Director of Compensation & HRIS

Historical Reviews & Revisions:

REVIEW DATE / NAME	CHANGES MADE? (YES or NO)
05-15-2020 / Emily Kain	Procedures Creation
08-01-2021 / Emily Kain	Yes
09-10-2021 / Emily Kain	Yes