

Covid-19 Capacity Staffing Incentives
Effective 11/29/20 – 01/09/2021
FAQ

	Shift Coverage for Non-Exempt Jobs	Shift Coverage for Exempt Jobs	Criteria Notes
Additional Shift Incentive	\$4/hr + \$25 Non-licensed \$6/hr + \$50 Licensed Prof + CST \$8/hr + \$50 RN	\$50/4-7hr shift \$100/8+ hr shift	Applies to all Additional Shifts scheduled at EE's home campus. If Additional Shift is worked at another KHN campus EE will also be eligible for 10% Float Premium. If EE has non-Covid call off during the pay period in which incentive was scheduled, incentive pay is forfeited for that PP.
Float Incentive	10% premium	\$25/8+ hr shift	Works with Additional Shift incentive. Applies if either (a) a facility-based Employee is asked to work at their non-home facility(s) or (b) a KNS Employee is scheduled to pick up a shift at one KHN facility but is asked to work at a different facility. If EE has non-Covid call off during the pay period in which incentive was scheduled, incentive pay is forfeited for that PP.
Pre-Scheduled Shift Bonus	3+ in 6wks = \$100 each shift	3+ in 6wks = \$100 each 8+ hr shift	All scheduled shifts must be worked prior to being eligible for the additional pre-scheduled shift bonus. Bonus does NOT apply unless EE has committed to and worked 3 or more pre-scheduled shifts. Non-Covid call off during this 6-week period will cancel the bonus payment.
Night Staffing Incentive	\$200/shift for 6 week FT commitment		Applies if a day-shift EE agrees to move to FT night staffing for the full 6-week period. If EE has non-Covid call off during the pay period in which incentive was scheduled, incentive pay is forfeited for that PP. No other incentive applies to the regular shifts of EE's new night commitment. Each Night Staffing Incentive requires individual approval by Mark Rita or Jenn Shull.

Which departments/jobs are eligible?

All areas must be approved before they can communicate or use any part of this incentive program.

- These incentives should be used for jobs that include direct patient contact in an inpatient setting.
- Any department that is experiencing critical staffing challenges related to COVID-19 patient care and/or support of patient care may be eligible. In general, KNS departments are not eligible.

How does a department get approved?

To be approved, a department must have director and vice president support, and then submit their business case to either Jenn Shull (Nursing) or Mark Rita (Ancillary and Support) for final approval.

- This program is only approved for one six-week period at a time. Every six weeks EFG will review the program and, if the program is re-approved, each department will also need to be re-approved before they can communicate or use any part of this incentive program.
- If an area wants to be re-approved, they must re-submit their business case with director and vice president support two weeks prior to the end of the six-week period.
- Approval for night staffing incentive will be granted separately from other incentives. The department will need to include specifics on how many staff will be offered night staffing in their submitted business case.

Which employees are eligible?

- Any employee who picks up additional shifts in an approved department/job is eligible. For instance, an RN working in a KNS department is eligible to pick up RN shifts in an approved facility department.
- Any incentive shifts must not interfere with the employee's primary job duties, based on conversations with their home department leader.
- Remember that additional shift incentive and pre-scheduled shift bonus do not apply until after an employee has worked their regular scheduled hours.

Can resource staff receive incentives?

- In general, resource staff will be eligible for incentive pay if they work more than one shift per week.
- Resource staff who have signed a resource agreement with higher hours requirements will be eligible for incentive pay once they have fulfilled their regular agreement hours requirement for the period.
- RN resource 2 staff will be eligible for incentive pay if they work more than two shifts per week.

Can leaders receive incentives?

- If a leader is picking up staff-level shifts **outside** their management role, they are eligible for incentive.
- Any incentive shifts must not interfere with the leader's primary job duties and must be approved by their department director.
- Such extra shifts need to be clocked using the appropriate staff-level job code.

Can I receive night staffing incentive if I just pick up one night shift?

- No. The night staffing incentive is **only** available if an employee agrees to move completely to nights for the entire six-week period. It cannot be used to incentivize shift-by-shift night coverage.

My primary job is exempt, does that mean I will get the exempt incentives?

- Whether you will receive the non-exempt or exempt incentives depends on the role you are **picking up**, not your regular primary job.
- If you (for example) are picking up an additional non-exempt bedside RN shift, you will receive your base pay **and** any applicable non-exempt incentives.

How will the pre-scheduled shift bonus be paid?

The pre-scheduled shift bonus will be added to the employee's timecard for the last pay period of this period.

What if an employee calls off during this six-week period?

If an employee is calling off due to COVID-19, their incentive eligibility is not impacted.

If an employee calls off for a non-COVID-19 reason

- Employee forfeits the entire pre-scheduled shift bonus payout
- Employee forfeits any additional shift, float, or night staffing incentive for the pay period in which they called off.

How does an employee pick up additional shifts?

- To pick up **additional shifts in your department**, contact your area's leader. They will coordinate needs within your department and reach out to other like-area leaders to see if there are needs at other facilities.
- To pick up **additional shifts in a different department**, fill out the Skills and Employee Availability Surveys. The Staffing Resource Office will contact you to scheduled shifts.

Please be aware that employees picking up shifts in a different job

- Will need the appropriate secondary job added to their HR record
- May need to request access to clinical systems through IS

Employees will need to work with their leader to make sure they are set up correctly.

Employees must clear pick-up plans with their home department manager, to ensure there is no conflict with their primary job.

Can the employee float when picking up an additional shift?

Staff may be assigned to float within their facility without added pay. If an employee is not needed at their scheduled facility and are assigned to float to another Kettering Health Network facility, they will be eligible for an additional 10% incentive for this shift plus the other incentives.

What if the employee is not needed in their scheduled department?

- For nursing units—alert the nursing supervisor that the team member is not needed
- For free-standing EDs—alert the aligned hospital nursing supervisor
- For ancillary/support departments—alert the area leader

The leader/nursing supervisor will attempt to place the employee within the facility. If the employee is not needed at the facility the employee will be assigned if needed to float to another facility and be eligible for the additional 10% float incentive.

Will the employee be paid incentive if they are not needed for a scheduled shift?

- For the pre-scheduled shift bonus: Employees who offer to float to other facilities but are not needed will be paid the pre-scheduled shift bonus. Employees who are not needed at their facility and choose not to work at another facility will not receive the pre-scheduled shift bonus for shifts worked.
- For all other incentives: No incentive will be paid for non-worked shifts.

Is there a cap to the number of pre-scheduled shifts an employee can work?

No, employees are free to pick up as many shifts as they want to within the six-week period. Once an employee reaches the three-shift minimum, each shift will be given the \$100 incentive.

Does the employee need to work a full shift (example 12 hours) to get the pre-scheduled shift bonus?

Employees can work partial shifts at the approval of the department manager, but partial shifts must add up to a full shift to meet the pre-scheduled shift bonus requirements. For instance, if a regular scheduled shift is eight hours, the employee must work a total of eight extra hours within the period to equal one shift of the scheduled shift bonus requirement.

What payroll code should timekeepers use for these incentives?

- Additional Shift Incentives NSI4, NSI6, NSI8 for hourly rate, I25 for \$25 per shift, IA5 for \$50 per shift
- Float Incentive NSFLT
- Pre-Scheduled Shift Incentive PSBON Nursing / BON Ancillary and Support ***T&A access restricted*
- Night Incentive NTINC ***T&A access restricted*

Access to the Pre-Scheduled Shift and Night Incentive earnings is restricted. Area leader (manager or above) will need to submit a myHR HR Systems request to approve their timekeeper(s) for access. You will be required to

- a. Select which code(s) are needed
- b. list timekeeper name(s) and badge(s) in the request form
- c. Attach documentation that your area was approved for the incentive program

Which department will be charged for the additional shift, night, and float incentive?

The incentives will be charged to the department where the employee picks up the shift(s).

Which department will be charged for the pre-scheduled shift bonus?

- Within Nursing the pre-scheduled shift bonus will be charged to the Staffing Resource Office at cost center 717593.
- For ancillary and support areas the pre-scheduled shift bonus will be charged to the department where the employee picks up the shift(s).