

**Covid-19 Staffing Incentives**  
**Effective 02/06/2022 – 02/19/2022**  
**FAQ**

**Tier I: IP and ED Direct Caregiver Roles:**

	<b>Shift Coverage for Non-Exempt and Exempt Jobs</b>	<b>Criteria Notes</b>
Additional Shift-to-Shift Incentive	Double Time	This incentive applies to extra shifts worked in addition to an employee's regularly scheduled hours. <b>If EE has non-Covid/FMLA call off, incentive pay is forfeited for that PP.</b>
Pre-Scheduled Shift Incentive	Double Time + \$50/4 hr block Non-licensed Double Time + \$100/4 hr block Certified Double Time + \$200/4 hr block Licensed	This incentive applies to extra shifts worked in addition to an employee's regularly scheduled hours. Shifts must be scheduled 48+ hours in advance. Additional \$50-\$200 flat-rate bonus will only be paid for full-4 hours block increments. <b>If EE has non-Covid/FMLA call off, incentive pay is forfeited for that PP.</b>

**Tier II: IP Clinical Care Support and Covid Response Roles**

	<b>Shift Coverage for Non-Exempt and Exempt Jobs</b>	<b>Criteria Notes</b>
Additional Shift Incentive	\$4/hr + \$25/shift Non-licensed \$6/hr + \$50/shift Certified \$8/hr + \$50/shift Licensed	This incentive applies to extra shifts worked in addition to an employee's regularly scheduled hours. <b>If EE has non-Covid/FMLA call, incentive pay is forfeited for that PP.</b>

**Night Staffing Incentive**

	<b>Shift Coverage for Non-Exempt and Exempt Jobs</b>	<b>Criteria Notes</b>
Night Staffing Incentive	\$100/shift Non-Licensed \$200/shift Licensed	Applies if a day-shift EE agrees to move to FT evening/night staffing for the full 4-week period. <b>If EE has non-Covid/FMLA call off, incentive pay is forfeited for that PP.</b> No other incentive applies to the regular shifts of EE's new evening/night commitment. <b>Each Night Staffing Incentive requires individual approval thru the Covid Incentive Committee. Submit requests thru SRO.</b>

**Which Departments/Jobs are Eligible?**

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

This Incentive Program is designed to support staffing up in response to our community's current Covid surge:

- Tier I incentives should be used for Jobs providing direct patient care in an inpatient or ED setting
- Tier II incentives should be used for Jobs directly supporting clinical patient care or involved in KH Covid Response initiatives
- In general, for consideration a department needs to be:
  - Currently approved for agency use
  - Currently running 20%+ below staffing to volume

### **How does a Department get Approved?**

To be approved, a department must have Director and VP support, and then submit their business case to Derek Morgan. There is a committee reviewing all requests.

- This program is only approved for one time period at a time. Every period 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 VP support 2 weeks prior to the end of the time period.

### **Which Employees are Eligible?**

- Any employee who picks up additional shifts in an Approved Department/Job is eligible. For instance, a 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.

### **What if an Employee Uses PTO during this time period?**

Remember that Additional Shift and Pre-Scheduled Shift Incentives only apply to extra shifts worked in addition to an employee's regular scheduled and worked (non-PTO) hours. In general, Additional Shift Incentives will not be paid if an employee does not work their regular FTE each week. PTO does not count toward meeting regular FTE. There are several very specific exceptions:

- PTO use on a KH recognized holiday will be counted toward an employee reaching their regular FTE.
- Recorded overstaff hours will be counted toward an employee reaching their regular FTE.
- Unscheduled PTO due only to a Covid/FMLA call-off will be counted toward an employee reaching their regular FTE.

Other PTO use will not count.

### **What if an Employee Calls Off during this time period?**

If an employee is calling off due to Covid, their Incentive eligibility is not impacted.

If an employee is calling off due to FMLA, their incentive eligibility is not impacted

If an employee calls off for a non-Covid/FMLA reason, the employee forfeits any Covid Staffing Incentives for the entire pay period in which they called off.

### **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 2 shifts per week.
  - Gold Resource Staff are not eligible for Double Pay Incentive. They are only eligible for the additional \$50-\$200/4-hour block Incentive.

### Can Leaders receive Incentives?

- If a Leader is picking up staff-level shifts **outside** their Manager 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.

### 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 time period. It cannot be used to incent shift-by-shift night coverage.

### My Department is already paying Incentive – do I get both the Covid Incentive and my Department Incentive for the same shift?

**No. Double dipping is not allowed.** Departments approved for these Covid Staffing Incentives **cannot offer** any other extra-shift incentives during this time period. Examples include:

- \$100 pre-scheduled shift incentive
- Respiratory Additional Shift Incentive
- Imaging \$5 shift incentive

Departments who are not approved for these Covid Staffing Incentives can continue to offer separate approved shift incentive plans.

Other incentive programs un-related to extra-shift staffing can also continue. Examples include:

- Procedural stay-over incentives
- On-Call pay

### My Primary Job is Not Approved for Incentive. Am I still eligible if I Pick Up Shifts?

- Whether you will receive the Covid Staffing Incentives depends on the role you are **picking up**, not your regular primary job.
- If you (for example) are picking up an additional IP Nursing Unit RN shift, you will receive your base pay **and** any applicable Covid Staffing Incentives.

### 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 Nursing Department**, contact the Staffing Resource Office (SRO) at 937-531-7908 or x21452.
- To pick up **additional shifts in a different Ancillary or Support Department**, contact that area's leader.

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

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

Employees will need to work with the SRO/area 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.

### **How does an Employee get pay for Additional Shifts?**

All Covid Additional and Pre-Scheduled Shift Incentive pay will be entered by area Managers. Specific instructions for T&A entry will be provided to approved areas.

Managers must ***complete all Incentive T&A entry by NOON on the Friday before pay.***

Any incentive NOT entered by noon Friday:

- Will not be paid on the next check
- Must be submitted as a Payroll Correction thru myHR. Payroll corrections may take up to 2 additional pay periods to process.

Other non-Manager department timekeepers will NOT have access to the Additional and Pre-Scheduled Shift incentive pay codes and will not be allowed to submit Payroll Corrections.

### **Can the Employee Float when picking up an Additional Shift?**

Staff working Additional or Pre-Scheduled Shifts will be expected to float as needed to the unit and facility of highest need without additional pay.

Staff working an Additional or Pre-Scheduled Shift outside their home facility do not qualify for any Float Incentive.

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

Incentive shifts will be the first overstaffed.

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.

- 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

### **Will the employee be paid Incentive if they are not needed for a Scheduled Shift?**

In general, incentive will not be paid if an employee was not needed for a Scheduled Shift. Limited incentive will be paid if:

- a) employee was not notified ahead of time, and showed up for shift in good faith
- b) employee was able and offered to float to other units in need

If both these criteria are met then employee will be paid:

- Double Time Incentive will be paid for worked hours only
- \$50-\$200 4/hour block Incentive will be paid for 1 unit of 4hr block incentive
- \$25-\$50 per shift incentive will be paid

### **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 this time period.

**Does the employee need to work a full shift (example 8 or 12 hours) to get the Additional or Pre-scheduled Shift Incentive?**

KH recognizes that department shift lengths vary.

To receive Additional or Pre-Scheduled Shift Incentive an employee must work at minimum an additional 4-hour minimum staffing period.

Please keep in mind:

- Employee will receive double-time as long as they sign up for an additional shift of 4 hours or longer.
- Employee will only receive \$50-\$200 Block pay for each full unit of 4 hours worked.

Example: if a department's regular shift is 10 hours, and the employee works the full additional shift they will receive:

- 10 hours of Double Pay (10 x base pay rate)
- 2 x 4/hour Block Pay

**Which department will be charged for the Additional or Pre-Scheduled Shift Incentives?**

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

**How Is Double Time Calculated?**

Double Time is calculated as base rate of pay. It does not include any other premiums such as shift differentials.