



## Frequently Asked Questions –Nursing Per Diem Program

### ***Please explain the five levels.***

The five levels of the EH Nursing Per Diem Program provide a variety of options for RNs with limited availability as well as those willing to commit to up to 144 hours in a 6 week schedule. The program enables an RN to utilize his or her skills and experience while arranging work schedules around family, school and other obligations. An RN in Per Diem Level **II through V** will receive an hourly incentive in addition to his or her base pay, consistent with the level of commitment. The greater the number of hours committed, the higher the incentive. An RN in Per Diem Level **I** with minimal hourly requirements will be paid at the base rate. Please refer to the chart for weekend and holiday requirements.

### ***How are shifts scheduled?***

The EH Nursing Per Diem Program is unit based, and schedules are developed in collaboration with the Clinical Nurse Manager and Clinical Leaders of the home unit.

### ***Please explain the holiday commitment.***

Elliot Hospital officially recognizes six holidays annually. Three of these (Memorial Day, Fourth of July and Labor Day) are considered summer holidays and the remaining three (Thanksgiving, Christmas and New Year's) are considered winter holidays. Per Diem RNs in Levels I-IV are required to work a shift of at least 8 hours on one summer **and** one winter holiday annually. (AN RN in Per Diem Level V, which is all weekends, is required to work those holidays that fall on the scheduled weekends.) Holiday commitments rotate, in other words, the same RN cannot always work the same holiday such as Thanksgiving. Per Diem RNs receive holiday differential when fulfilling this commitment.

### ***If I work a holiday that falls on a weekend, will it count towards both the holiday and the weekend commitment?***

In this case the shift will count towards one or the other, but not both.

### ***Will I be paid for orientation, education and meetings?***

An RN hired into the Elliot Hospital RN Per Diem Program will be paid for orientation at his or her base rate of pay. Compensation for any Required Education completed outside of scheduled work hours must be pre-approved by the Clinical Nurse Manager, and if approved will be compensated at the base rate of pay. Attendance at any mandatory meetings, if pre-approved by the Clinical Nurse Manager, will be compensated at the base rate of pay.

### ***What if my shift is canceled?***

If a shift to which a Per Diem RN has committed is canceled due to low census or other factors, every effort will be made to reassign the RN to another appropriate area. If all efforts have been exhausted and the RN cannot be rescheduled, the conditions under the category he or she has selected will not be adversely affected.

