

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor Laboratory 7000 ADMINISTRATION	Page # 1 of 4	Section: UPPIA LA Personnel/HR	Policy #: 01.008 Formerly: A-08
	Approved by:	see signature block at end of document	
	Revised:	8/27/08, 6/21/10, 7/11/11	
	Reviewed:		
	Policy/Revision Submitted by:	Richard Borge	
	CAP Standard:	NA	
POLICY GUIDELINE ON: Short Notice Bonus Program			

I. POLICY:

The Laboratory participates in the hospitals approved short notice program

II. PURPOSE:

UnityPoint Health will provide extra compensation, in the form of flat rates of pay, to employees who work extra half to whole shifts during periods of high vacancy and high acuity, as per the following:

III. POLICY SCOPE:

This policy applies to all laboratory employees at both campuses

IV. GENERAL INFORMATION:

- A. Short notice bonuses will be paid to employees when the Coordinator or Manager has last minute vacancies that must be filled.
- B. Collaboration with Human Resource Services must occur to determine open positions and need for intense recruitment, pay amounts, or any other assistance from HRS.
- C. Short-notice bonuses are paid when unexpected call-ins, LOA's, Workers' Compensation, or other situations occur which creates holes in the schedule. (**less than 8 hours**). All other scheduling options such as using PRN, part time employees, etc. have been tried and exhausted before the short notice bonus is put into effect.
- D. Department directors will determine the positions that are eligible for the bonus, depending on department need.
- E. Manager, Director or Coordinator can authorize any unscheduled shifts.
- F. This policy can be declared null and void by Human Resource Services or the Executive Team during economic hardship.

V. PROCEDURE

- A. The Manager/Coordinator determines that staffing is insufficient to cover the existing or expected test volume.
- B. The Manager/Coordinator has exhausted all options to fill opening.
- C. Short-notice bonuses generally range from \$12.50 - \$75.00 per shift depending on the length of the extra hours worked and will be determined by the Manager. (Current Unity Point Health –rule is 4 hrs = \$25; 8 hours = \$50, 12 hours = \$75.00)
- D. Time Management Sheets must be filled out and placed in the appropriate slot (wall pocket by time clock), with appropriate amount and signatures on form.
- E. "Extra Shift" must be noted by Kronos editors on the time record along with the amount of the bonus.

V. MAINTENANCE AND STORAGE:

- A. All policies and procedures are reviewed every two years by Laboratory Administration and or the Medical Director of the Laboratory or designee.
- B. The Laboratory Administration and Medical Director review policies and procedures when there are changes in practice standards, or requirements.
- C. All policies and procedures are reviewed every two years by staff or at the time new or revised ones are put in effect.
- D. All policies are retained 8 years after being discontinued or revised.
- E. All procedures are retained 2 years after being discontinued or revised.

REVISION HISTORY (began using 2011)			
Rev	Description of Change	Author	Effective Date
2.0	Updated maintenance, every 2 years per CAP regulations. Added revision history chart	R. Borge	7/11/11
2.1	Added Policy and Scope sections. Changed organization name	R. Borge	8/03/13
3.0	Combined for both campuses joint policy	R. Borge	1/15/16

Reviewed by

Designee	Date	Laboratory Director	Date
		<i>Richard J. Borge</i>	1/15/16