

## Copley Memorial Hospital

### Policy and Procedure

**Title:** Pay Differentials

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**Date Initiated:** 06/1998

**Next Review Date:** 2/28/18

#### Purpose

To establish a standardized program for pay differentials within Copley Memorial Hospital (CMH).

#### Policy

To define the use of pay differentials for hospital personnel, which provide compensation in addition to regular pay for less favorable shifts, acquisition of specialty education or certification, or other special situations.

#### Definitions

- **Evening (Eve) Shift:** Any shift in which 4 hours or more are worked between 3:00 p.m. and 11:30 p.m. shift differential is paid for the complete shift. For shifts that begin prior to 3:00 p.m., at least six (6) hours must be after 3:00 p.m. for the entire shift to be paid the differential.
- **Night (Noc) Shift:** Any shift in which 4 hours or more worked between 11:00 p.m. and 7:30 a.m. shift differential is paid for the complete shift. For shifts that begin prior to 11:00 p.m., at least six (6) hours must be after 11:00 p.m. for the entire shift to be paid the differential.
- **Weekend Shift:** Any shift beginning during the 48 hour period starting at 6 p.m. Friday and ending by 11:30 p.m. Sunday.
- **Holiday Shift:** Any shift beginning during the 24 hour period starting at 11:00 p.m. on the eve of the holiday and ends on 11:30 p.m. of the holiday. Christmas and New Year's holiday shifts will start at 3:00 p.m. on the eve of the holiday and run for 32 hours (4 shifts) ending at 11:00 p.m. on the holiday.
- **Bilingual Differential:** Employees who pass a Bilingual (Hispanic) exam are eligible for a \$0.20/hr differential added to their base pay. (See *Interpreter Services for Patients with Language or Communication Barriers Policy* for further information).
- **Unit-Based Certified Medical Interpreter Differential:** Employees who pass an Interpreter Skills Test are eligible for a \$0.70/hr differential added to their base pay. (See *Interpreter Services for Patients with Language or Communication Barriers Policy* for further information).
- **Cross-Trained CA/CS Differential:** Employees who have been trained to perform either a Clinical Associate role or a Center Secretary role will receive an additional pay differential.
- **Education Differential:** Registered Nurses who have a Bachelor of Science in Nursing are eligible for a \$0.70/hr differential added to their base pay. Registered Nurses who have a Master of Science in Nursing are eligible for a \$0.70/hr differential added to their

base pay. Registered Nurses who have a Doctorate of Science in Nursing are eligible for a \$0.70/hr differential added to their base pay.

- **Specialty Certification Differential:** Registered professionals who receive a specialty certification (one not "required" for their position) are eligible for a \$0.70/hr differential added to their base pay. A specialty certification differential is only added to base pay one time - those employees with multiple specialty certifications will not be eligible for more than \$0.70/hr. Refer to policy: Specialty Certification and CEU reimbursement.
- **Temporary Charge Differential:** Staff will receive a pay differential to be paid during hours when they are fulfilling a "Charge" role.

### Procedure

#### A. SHIFT DIFFERENTIALS

1. The following hourly differentials are paid based upon Job Class Categories. Human Resources retains the differential level information for each specific position.
  - a. Registered/licensed Clinical Staff who normally complete a minimum of one year of post high school education/specialized training requirements receive CLINICAL PROFESSIONAL differentials as follows:

Weekday evenings: \$3.00	Weekend days: \$2.00
Weekday nights: \$4.50	Weekend evenings: \$5.00
	Weekend nights: \$6.50
  - b. Registered or licensed staff who have normally completed a minimum of one year of post high school education/specialized training receive Nonclinical PROFESSIONAL differentials as follows:

Weekday evenings: \$2.00	Weekend days: \$1.50
Weekday nights: \$3.00	Weekend evenings: \$3.50
	Weekend nights: \$4.50
  - c. All other employees (non-licensed) receive STAFF differentials as follows:

Weekday evenings: \$1.00	Weekend days: \$1.00
Weekday nights: \$1.50	Weekend evenings: \$2.00
	Weekend nights: \$2.50
  - d. Where a 12 hour shift has a 4 hour section that has a differential that exceeds the 8 hour portions, then this 4 hour section will be paid at the higher rate:
    - i. 3a-3p: 3a-7a will be paid at the noc diff; 7a-3p no differential
    - ii. 7a-7p: 7a-3p no differential; 3p-7p will be paid at the eve differential
    - iii. 3p-3a: 3p-11p will be paid at the eve differential; 11p-3a will be paid at the noc differential
    - iv. 6a-6p: no differential since there is no four hour continuous shift extension

- e. For shifts that extend an EVE or NOC shift, the entire shift will be paid where the majority of the shift lies:
  - i. 7p-7a: entire shift is paid at the NOC differential
  - ii. 6p-6a: entire shift is paid at the NOC differential
  - iii. 10a-10p: entire shift is paid at the EVE differential
  - iv. 11a-11p: entire shift is paid at the EVE differential
2. Differential pay will automatically be paid for hours worked.
3. Differentials will be combined where applicable by Payroll.
4. Differentials will apply to shifts of 4 hours or more.
5. For 12 hour shifts, weekend differentials begin on Fridays at 6 p.m. through Sunday at 7 p.m.

## **B. SPECIALTY CERTIFICATION DIFFERENTIALS**

1. Staff must currently be employed as a registered professional. Registrations and certifications that are basic and/or required for a position are not compensable under this policy. Examples of a specialty certification are critical care certification in nursing (CCRN), medical-surgical certification in nursing (RNC), Mammography certification for Imaging technology, rehab certification for physical therapy, etc.
2. The specialty certification must apply to the professional employee's current or potential practice area at RCMC. The certification normally is offered through an organization of professional practitioners or the State/Federal Government. Eligible certifications measure a large body of knowledge in a special area, rather than a particular procedure or technique, such as CPR or ACLS.
3. Employees will receive the differential after obtaining the specialty certification. The certification of successful completion must be submitted to Human Resources.
4. Upon successful completion of the Specialty Certification, the employee will be eligible for a salary increase of \$.70/hour at the beginning of the pay period after the certification is submitted to the manager. Staff with multiple specialty certifications will receive only one specialty certification differential of \$.70/hour.
5. Should an employee transfer to a new unit/position, the new manager will determine if the certification applies to the new job. If it does, the employee will retain the differential. If the certification does not apply to the new unit/position, the employee will have one year to obtain a new applicable certification to retain the salary differential. If the new certification is not obtained, the salary will be reduced by \$.70/hr.
6. Specialty certifications must be kept current. Human Resources will track certifications and require copies of renewed certifications. Should a specialty certification expire, the employee will have 3 months to submit the updated copy of his/her certification to HR. If a renewed copy is not received, HR will remove the \$.70/hour differential from the employee's rate of pay retroactively to the expiration date.
7. Human Resources reserves the right to deny any differential that does not meet the requirements for specialty certification.

8. Managers and Directors are not eligible for the specialty certification differential.

### **C. EDUCATION DIFFERENTIALS**

1. BSN/MSN/DNP degrees are awarded a salary increase due to the increased competency provided and the medical center's desire to encourage the staff nurse to have these credentials. Note that only the Bachelor, Master or Doctorate degrees in nursing qualify for the additional compensation. No other degree program will be rewarded through this program.
2. Registered nurses who receive a BSN, MSN, DNP degree from an accredited university will receive a \$.70/hour salary increase at the beginning of the pay period after a copy of the BSN, MSN, DNP/PhD degree or official transcript is submitted to the manager. The copy must be submitted to HR for inclusion in the employee's file.
3. Employees only need to submit copies of a grade transcript to Human Resources indicating program completion, and do not need to wait until a diploma is issued to them to qualify for the salary differential.
4. The manager will process the BSN, MSN, DNP salary differential by completing a salary change transaction via INFOR.

### **D. BILINGUAL DIFFERENTIAL**

1. The employee must receive approval from their department manager to become - certified as bilingual. (See *Interpreter Services for Patients with Language or Communication Barriers Policy* for further information).
2. The designated third-party provider will administer a conversational bilingual, Spanish test. The test is conducted by telephone in a designated area of the hospital.
3. A score of 70% or better must be achieved for the employee to receive a \$0.20 differential added to their current hourly rate. Human Resources will process this differential as appropriate.
4. The employees must maintain their competency by utilizing their bilingual skills on a regular basis with patients, visitors and families. Managers will determine the ongoing use/need for the employee's bilingual skills on an annual basis. Based on the recommendation of the manager, Human Resources will remove the bilingual differential if the bilingual interpretation is no longer used/needed.

### **E. UNIT-BASED CERTIFIED MEDICAL INTERPRETERS**

1. The employee must receive approval from their department manager to become a unit-based certified medical interpreter. (See *Interpreter Services for Patients with Language or Communication Barriers Policy* for further information).
2. The designated third-party provider will administer an Interpreting Skills Test. The test is conducted in a designated area of the hospital.

3. A score of 70% or better must be achieved for the employee to receive a \$0.70 differential added to their current hourly rate. Human Resources will process this differential as appropriate.
4. The employees must maintain their competency by passing an annual exam. If the employee does not receive a passing score or fails to complete the exam, the differential will be removed immediately.

#### **F. TEMPORARY CHARGE DIFFERENTIAL**

1. Licensed, professional clinical staff will receive a \$1.50/hr differential to be paid during hours when they are fulfilling a "Charge" role.
2. Staff and nonclinical professionals will receive a \$1.00/hr differential to be paid during hours when they are designated in a "Charge" role.
3. This differential is added through the Kronos system for applicable pay periods under "CHG".

#### **G. CLINICAL ASSOCIATE/CENTER SECRETARY DIFFERENTIAL**

1. Employees who have been trained to perform either a Clinical Associate role or a Center Secretary role will receive a \$1.00/hr differential added to their base pay.

Any pay differentials received, either as additional pay or an increase to the base rate, will be immediately removed when an employee no longer meets the requirement for that differential.

Any situation that is not clearly addressed in the policy statements will be subject to an interpretation of the policy by the management of the department and the Director of Human Resources.