Phoenixville Hospital
RN Per Diem/Weekend Premium Work Plans

Name _________________________________________ Primary Location: PHX
Department: _____________________________Effective Date _____________________

<table>
<thead>
<tr>
<th>Plan</th>
<th>Rate</th>
<th>Required Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I- 32 hours</td>
<td></td>
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</tbody>
</table>
| Day | $32/hr | • Work and/or take on-call 32 total hours per 6-week schedule
• Include 24 weekend hours in same 6-week schedule. (if department is open) |
| Evening | $34.50/hr | • Work two holidays per year (Christmas or New Year’s & either Memorial Day, July 4th, Labor Day or Thanksgiving per department needs).
• +$2.00/hr for weekend shifts (3:00 pm Friday – 7:00 am Monday) |
| Night | $36/hr | |
| Tier II- 56 hours | | |
| Day | $37/hr | • Work and/or take on-call 56 total hours per 6-week schedule.
• Include 24 weekend hours in same 6-week schedule. (if department is open) |
| Evening | $40/hr | • Work two holidays per year (Christmas or New Year’s & either Memorial Day, July 4th, Labor Day or Thanksgiving per department needs).
• +$2.00/hr for weekend shifts (3:00 pm Friday – 7:00 am Monday) |
| Night | $43/hr | |
| Tier III- 72 hours | | |
| Day | $41/hr | • Work and/or take on-call 72 total hours per 6-week schedule.
• Include 24 weekend hours in same 6-week schedule. (if department is open) |
| Evening | $43/hr | • Work two holidays per year (Christmas or New Year’s & either Memorial Day, July 4th, Labor Day or Thanksgiving per department needs).
• +$2.00/hr for weekend shifts (3:00 pm Friday – 7:00 am Monday) |
| Night | $45/hr | |

A “shift” is determined by the need of the facility (i.e., if you commit to a weekend shift, these shifts may be 8 or 12-hour shifts)

RN Weekend Plans

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<tr>
<th>Plan</th>
<th>Rate</th>
<th>Required Commitment</th>
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<tbody>
<tr>
<td>▲ 1.5/6 weekends</td>
<td>Day: $38/hr; Night: $41/hr</td>
<td>• Must work two 12 hour shifts in a single weekend to meet commitment of total number of weekends per 6 week schedule. (If your weekend falls on the split of the schedule, the Sat and Sun split weekend meets commitment)</td>
</tr>
</tbody>
</table>
| ▲ 3/6 weekends | Day: $40/hr; Night: $43/hr | • Shifts will be scheduled in a pattern with a regularly scheduled weekend off
• Minimum 6-month commitment to program. |
| ▲ 4.5/6 weekends | Day: $42/hr; Night: $45/hr | • Includes all holidays falling on scheduled weekends
• 4.5/6 and 6/6 receive benefits per the attached table
• Must work either Christmas or New Year’s if holiday falls on day other than scheduled weekend (only 8 hour shift required and holiday will be dependent on staffing needs of individual department and manager discretion) |
| ▲ 6/6 weekends | Day: $46/hr; Night: $48/hr | |

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Requirements/Eligibility
- Must have current Pennsylvania license as a Registered Nurse.
- Must have a minimum of two years current nursing experience in an acute care facility.
- Must have current basic life support certification (CPR).
- Must provide evidence of competency in specialty areas, if applicable.

Schedule Requirements
- Per Diem employees will be called upon to fill vacant shifts in the hospital schedule after full-time and part-time employees have been scheduled.
- Per Diem employees must notify their supervisor or his/her designee of any absence at least 2 hours prior to the start of the shift.
- Day shift Per Diem employees will be given one hour’s notice of shift cancellation; 2 hours’ notice will be given for night and evening shift cancellation. Notice of cancellation will be considered to have been given if a telephone call is made by the supervisor or his/her designee. In the event that the phone is not answered or a message is left on an answering machine, the notice of cancellation is still valid. Calls will be made to the contact phone number designated by the employee.
- If a Per Diem employee’s holiday shift is cancelled by the Hospital, it will be considered a holiday worked for scheduling purposes although Per Diem employees may request to work another holiday.
- If a Per Diem employee is unable to work a required holiday, he/she will be required to work an additional holiday at the discretion of his/her supervisor.
- Weekend shifts and or Holiday shifts may not be required for Clinical Departments that do not operate on the weekend.

Compensation
- Per Diem employees will be compensated according to the program selected.
- Per Diem employees will be paid overtime for all hours worked over 40 in one week, and time and half for holiday hours.

Benefits
- Weekend Program: Employees working 4.5/6 and 6/6 shifts in the weekend program are eligible for benefits according to the schedule on the following page.
- Other Per Diem employees are eligible for free parking, use of the pharmacy discount (if applicable), direct deposit, FICA, Worker’s Compensation, and participation in the 401(k) Plan.

Resignation/Termination
- Per Diem employees must give a minimum of 6 weeks notice of termination.
- Weekend Only Per Diem employees must give 8 weeks notice of termination.
- At least 8 weeks notice is required in order to change status, unless approved by manager/supervisor.
- Employees who do not give the required notice will be ineligible for rehire for any position at PXH.

Acknowledgment
- I understand that I am subject to the same rules and regulations, policies and procedures applicable to other employees of PXH, as appropriate. This includes all policies concerning performance expectations, attendance, training, licensing, competency assessment and discipline.
- I understand that I will be required to attend general orientation, nursing orientation, department orientation, annual mandatory education and competency skill updates.
- I acknowledge that I cannot be employed in any other capacity at PXH (e.g., full-time, part-time or other Per Diem status) nor may I work as an employee of an outside staffing agency at PXH while I am participating in any Per Diem program.
- I agree to work the required days for which I have committed. If I do not work as agreed, I understand that the applicable Per Diem pay rate will be decreased to Casual or I may be terminated from the Per Diem program.

I have read this agreement and understand and accept the terms and conditions outlined.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Department Head Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Benefit</th>
<th>1.5:6 weekends</th>
<th>3:6 weekends</th>
<th>4.5:6 weekends</th>
<th>6:6 weekends</th>
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<tbody>
<tr>
<td>Free Parking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Health Insurance</td>
<td>No</td>
<td>No</td>
<td>Pro-rated (see HR Department for premium costs)</td>
<td>Pro-rated (see HR Department for premium costs)</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>No</td>
<td>No</td>
<td>Pro-rated (see HR Department for premium costs)</td>
<td>Pro-rated (see HR Department for premium costs)</td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>No</td>
<td>No</td>
<td>50%</td>
<td>75%</td>
</tr>
<tr>
<td>Reimbursement for Certification Exam</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Paid In-service Time</td>
<td>If attendance is required; paid at Tier I rate</td>
<td>If attendance is required; paid at Tier I rate</td>
<td>If attendance is required; paid at Tier I rate</td>
<td>If attendance is required; paid at Tier I rate</td>
</tr>
<tr>
<td>Paid Continuing Education</td>
<td>No</td>
<td>No</td>
<td>50%</td>
<td>75%</td>
</tr>
<tr>
<td>Vacation</td>
<td>No</td>
<td>No</td>
<td>2 paid weekends per year</td>
<td>3 paid weekends per year</td>
</tr>
<tr>
<td>Weekend Holiday Differential (if worked)</td>
<td>$10.00/hr</td>
<td>$10.00/hr</td>
<td>$10.00/hr</td>
<td>$10.00/hr</td>
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<tr>
<td>Certification Differential</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Paid Sick Time</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>48 hrs per year</td>
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<tr>
<td>Flexible Spending Account</td>
<td>No</td>
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<tr>
<td>Credit Union</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Retirement Plan</td>
<td>Eligible to participate based on Plan requirements</td>
<td>Eligible to participate based on Plan requirements</td>
<td>Eligible to participate based on Plan requirements</td>
<td>Eligible to participate based on Plan requirements</td>
</tr>
</tbody>
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Phoenixville Hospital reserves the right to modify or terminate this plan at any time. This document does not alter the at-will employment relationship.
I. **Purpose:** To assure that RN Staffing is adequate to meet and balance the fluctuation in census and intensity of care.

II. **Definitions:**

A. **PRN Pool:** a supplemental staffing resource, consisting of registered nurses who provide care, dependent upon the needs of Phoenixville Hospital. The PRN pool employee is assigned for an undefined tenure of employment in the PRN pool and responsible to the Clinical Nurse Manager of the specific department. These employees are not guaranteed any hours, either minimum or maximum, in any week. The amount of scheduled hours of work will depend upon their commitment to the pool (see PRN Per Diem/Premium Work Plans), as well as:

1. census
2. patient acuity and intensity of care needs
3. skill and competency of the PRN/Per Diem Pool staff person
4. skill mix in a particular clinical area
5. illness replacements
6. vacation replacements
7. holiday replacements
8. the number of shifts the PRN pool employee is able to work

B. This policy applies to all registered nurses hired or transferred into one of nine specific Nursing PRN Pools.

1. Medical/Surgical/Telemetry
2. Intensive Care(ICU)
3. Emergency Services
4. OB/GYN/L&D/Nursery
5. NICU
6. Flexible - works any clinical area
7. Perioperative Areas
8. OR
9. WEPP employee working additional shifts beyond their weekend commitment

III. **Policy:**

A. Registered nurses will be employed in a PRN Pool assigned to a specific cost center. These nurses will be employed to work flexible schedules and/or hours according to nursing care needs identified by the Clinical Nurse Manager and Nursing Administration. PRN nurses will adhere to the Standards of Nursing Care and the policies/procedures of Phoenixville Hospital and the Nursing Division.

B. The PRN Pool Nurse will select their desired work plan and is expected to provide available worked hours as identified in the plan. Available worked shifts and available on call shifts can be combined to meet the identified agreement plan. (See PRN Per Diem/Premium Work Plans)

C. **Specific Requirements:**

1. Current CPR certification is required for all registered nurses.

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2. The registered nurse must have a minimum of one-year full time recent experience in the clinical area for which he/she is hired.

3. Nurses hired for ICU/ES/PACU pool(s) will provide evidence of having successfully completed a critical care course or equivalent.

4. Nurses hired for L&D need to have completed at minimum a Basic Fetal Monitoring course and NALS. Nurses hired for NICU pool need to be NALS certified in addition to current experiences.

5. Eight-hour shift employees who transfer into the PRN/Per Diem pool will be paid in full for any accrued vacation and holiday time at the time of transfer.

D. Schedule Requirements

1. If the Nursing Department is open on weekends the PRN pool employee must be available to work 24 weekend hours per 6-week schedule. In addition PRN staff is expected to work either Christmas or New Years and one of the four remaining holidays (Memorial Day, Independence Day, Labor Day, or Thanksgiving Day) should the clinical department be opened on holidays.

2. The holiday requirement is to work two holidays per year (Christmas or New Year’s & either Memorial Day, July 4th, Labor Day or Thanksgiving per department needs). Holidays will be scheduled at the discretion of the Clinical Nurse Manager, according to staffing needs. Normal holiday shifts are 07-1530, 15-2330 (beginning the actual holiday) and 2300 (starting on the eve of the holiday). PRN/Per Diem employees will be paid at time and a half for holidays worked.

3. Weekend shifts are (3:00 pm Friday – 7:00 am Monday). There is a $2.00/hr shift differential for weekend shifts.

4. PRN pool employees who become unavailable to work are required to give notice by the following times in order to provide adequate notice. Call in should be:

   0700 start by 0530
   1500 start by 1200
   1900 start by 1700
   2300 start by 2000

5. If a PRN/Per Diem pool employee has been canceled by a Nurse Manager or NAC on a weekend shift, or on a holiday, it will be considered a weekend shift or holiday worked, for scheduling purposes. In this instance, the PRN pool employee will not be responsible to make himself/herself available to work another weekend shift or holiday in its place. The employee may request to do so.

6. The evening and night shift PRN pool employee will be given a minimum of two (2) hours notice of cancellation by the Nursing Manager prior to a scheduled shift. The day shift PRN employee will be given a minimum of one (1) hour notice of cancellation. In the event the phone is not answered or a message is left on an answering machine the notice of cancellation is still valid. If a PRN pool employee was not canceled and it is determined he/she is not needed, the PRN pool employee will be paid a minimum of 1.5 hours.

7. When a PRN employee works in excess of eight hours in one day the same
hourly rate will be paid. The PRN employee should not be scheduled in excess of forty hours per week.

8. PRN pool employees will be the 3rd group to do self-scheduling in Concerro when the schedule is made available. For nursing units that are doing templated schedules PRN/Per Diem staff will also have the opportunity to schedule themselves in Concerro once the templated schedule is posted.

9. Time may be selected for any shifts available however it must include their commitment per the PRN/Per Diem agreed upon work plan.

10. Confirmed time will be available approximately 3 weeks prior to the start of the schedule and any open shifts will still be posted in Concerro. PRN/Per Diem staff will be able to schedule themselves during this time frame also.

11. The PRN/Per Diem pool employee is responsible to swipe on the nursing unit to which he/she was assigned for each shift worked.

12. PRN/Per Diem pool employees may request to become full time or part time staff or WEPP employees as positions become available and are approved.

13. If the PRN/Per Diem pool employee is unable to meet the minimum commitment for two schedules, he/she will be terminated from the pool.

E. Cancellation:

Cancellation of scheduled PRN/Per Diem staff will be done when the census and/or patient self-care deficits decline. Skill level and individual competency of the RN and experiences to the intensity of patient care need may require cancellation or reassignment of PRN/Per Diem staff.

F. Education/Meetings

1. PRN/Per Diem pool employees will participate in the general hospital orientation and nursing orientation consisting of three days of class and a minimum of two days and a maximum of four days of clinical orientation.

2. PRN/PerDiem pool employees are required to meet the educational objectives of the mandatory programs inclusive of but not limited to HIPPA, confidentiality (Fire/Physical/Electrical Safety, CPR, Infection Control, Adverse Drug Reactions, Standard Precautions, Management of Infectious Wastes, and Management of Sharps). Required programs specific to the population of patients will be identified at time of orientation. Staff will be compensated at the PRN/Per Diem day rate.

3. PRN/Per Diem pool employees are encouraged to attend educational programs at their own expense and time, which will enhance personal and professional growth. They are welcome to attend any program sponsored by the hospital.

4. Participation in unit or committee meetings is reimbursed at the day PRN day rate.
G. Standard of Performance

PRN pool employees are expected to meet the Standards of Performance for Registered Nurse, Clinical Level II. Competencies are specific to the clinical area for which he/she is hired.

1. PRN/Per Diem pool employees will be evaluated at completion of the introductory period (90 calendar days) and at least annually thereafter.
2. Unsatisfactory work performance will be dealt with in accordance with the hospital Personnel Policies.

H. Standard of Care/Quality Assessment and Performance Improvement

1. PRN/Per Diem pool employees are expected to provide care, which meets the standards of nursing care of Phoenixville Hospital.

2. Performance Improvement monitoring is random in nature and includes as appropriate, orientation, program monitoring, and care provided by PRN/Per Diem pool employees. Records of patients whose care was provided totally or in part by PRN/Per Diem employees will be included in performance improvement reviews.

I. Salary

The PRN/PerDiem employee is paid based on the established PRN/Per Diem rates. (See PRN/Per Diem/Premium Work Plans)

Reviews/Revisions:

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<tr>
<th>1st</th>
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<tr>
<td>Date:</td>
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<td>9/05</td>
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<tr>
<td>By:</td>
<td>Practice</td>
<td>Nursing</td>
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<td>Nsg. Conf.</td>
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N:\NSGADMIN\DOCS\RMOCARSK\POLICIES\PRN-PERDIEM.doc
I. Purpose: To assure RN staffing is adequate, to meet the demands of patient census and intensity of care. The program is designed to provide an alternate staffing plan for Registered Nurses with the goal of decreasing weekend worked by 8 hour-12 hour full time employees.

II. Definitions:

A. WEPP: An alternate staffing resource option for registered nurses, which is integrated into the staffing pattern of Phoenixville Hospital.

III. Policy:

A. Weekend Premium Pay (WEPP) employees will be hired to work twelve (12) hours per day on weekends (Saturday and Sunday) with the following terms and conditions. Registered nurses employed in the WEPP program will be assigned to a specific nursing cost center. The WEPP RN is considered part of the core staffing pattern of a nursing unit. The WEPP R.N. will adhere to the Standards of Nursing Care and the policies/procedures of Phoenixville Hospital and the Nursing Division. The WEPP employee commits to an agreed upon number of weekends per 6 week time schedule, and 7A or 7P shifts (See RN Per Diem/Premium Work Plan). This program is available in any clinical area to registered nurses only. Hours must be within the allotted budget.

B. Specific Requirements:

1. Current CPR certification is required for all registered nurses.
2. The registered nurse must have a minimum of one-year full time recent experience in the clinical area for which he/she is hired.
3. Nurses hired for ICU/ES/PACU pool(s) will provide evidence of having successfully completed a critical care course or equivalent.
4. The ICU WEPP employee must also successfully complete the Phoenixville Hospital critical care assessment tool.
5. Registered Nurses hired for Emergency Services WEPP are expected to have completed ACLS and PALS.
6. Nurses hired for L&D need to have completed at minimum a Basic Fetal Monitoring course and NALS. Nurses hired for NICU pool need to be NALS certified in addition to current experiences.
7. WEPP employees will be expected to make an initial six-month commitment to the position.
8. Full and part time employees who transfer into the WEPP program will be paid in full for any accrued vacation and holiday time at the time of transfer.

D. Schedule Requirements

1. The WEPP R.N. will work a specified number of weekends.
   a. Saturday 7:00 a.m. (0700) - Saturday 7:30 p.m. (1930)
      Sunday 7:00 a.m. (0700) - Sunday 7:30 p.m. (1930)
   b. Saturday 7:00 p.m. (1900) - Sunday 7:30 a.m. (0730)
      Sunday 7:00 p.m. (1900) - Monday 7:30 a.m. (0730)
   c. 5/6,3/6, 4.5/6, 6/6 per allotted budget.

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2. WEPP employees shall receive one twenty-minute break, as core needs permit and one thirty-minute meal period during the twelve-hour shift.

3. WEPP employees are required to work holidays that fall on their normally scheduled weekend. Employees will receive an additional $10.00 per hour differential for holidays worked on scheduled weekends.

4. WEPP employees are required to work at least Christmas or New Years. If the holiday falls on a day other than a scheduled weekend, only eight-hour shifts are required. Employees will be paid at the WEPP rate with the Holiday differential.

5. WEPP staff who work Christmas or New Years may request shift preference with the Clinical Nurse Manager, however requests will be granted according to patient care needs and manager discretion.

6. WEPP staff who work Christmas or New Years may participate in the lottery for staffing on those days.

7. The hospital may discontinue WEPP positions with eight (8) weeks notice as per contract to the employee involved. In turn, eight (8) weeks notice to resign is requested of the WEPP employee.

8. When a position is discontinued, the employer will make every effort to offer WEPP employees an opportunity to work in another nursing position, consistent with the employee's tenure and ability to perform the duties of the position.

9. When a WEPP employee is unable to work a scheduled shift, it will be his/her primary responsibility to find a qualified replacement for the shift.

    Nursing Administration must be advised no less than two hours before the beginning of the shift (0530 for the 0700-1930 shift and 1630 for the 1900-0730 shift), regarding the coverage they have found.

10. If a WEPP employee works shifts in addition to the weekend premium shift, the WEPP employee will be paid at the PRN rate. The WEPP employee will not be scheduled in excess of forty hours per week.

11. When a WEPP employee works in excess of twelve hours, the same hourly rate will be paid.
12. Paid vacation time as earned is scheduled for WEPP weekends and approved by the Clinical Nurse Manager.
13. WEPP employees are assigned a primary nursing cost center but as census and acuity fluctuate, staffing is adjusted accordingly.
14. WEPP employees who are requested by a Nurse Manager to leave prior to the completion of the 12-hour shift will be compensated at the WEPP rate for the number of hours worked. Vacation hours can be used for hours not worked.

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15. WEPP employees may only voluntarily extend their shift by 4 hours. If working 16 hours they must have 8 hours off before their next shift, as necessary they will be given the opportunity to come in late.

16. WEPP employees will be scheduled on their regularly scheduled weekends in Concerro when the schedule is made available (whether a unit is using self-scheduling or templated scheduling).

F. Education/Meetings

5. WEPP employees will participate in the general hospital orientation and nursing orientation consisting of three days of class and a minimum of two days and a maximum of four days of clinical orientation.

6. WEPP employees are required to meet the educational objectives of mandatory programs inclusive of but not limited to HIPPA, confidentiality (Fire/Physical/Electrical Safety, CPR, Infection Control, Adverse Drug Reactions, Standard Precautions, Management of Infectious Wastes, and Management of Sharps). Required programs specific to the population of patients will be identified at time of orientation. Staff will be compensated at the PRN/Per Diem day rate.

7. WEPP employees are encouraged to attend educational programs at their own expense and time, which will enhance personal and professional growth. They are welcome to attend any program sponsored by the hospital. They will be reimbursed at the day PRN rate.

8. Participation in unit or committee meetings is reimbursed at the day PRN day rate.

F. Standard of Performance

WEPP employees are expected to meet the Standards of Performance for Registered Nurse, Clinical Level II. Competencies are specific to the clinical area for which he/she is hired.

1. WEPP employees will be evaluated at completion of the introductory period (90 calendar days) and at least annually thereafter.

2. Unsatisfactory work performance will be dealt with in accordance with the hospital Personnel Policies.

G. Standard of Care/Quality Assessment and Performance Improvement

2. PRN/Per Diem pool employees are expected to provide care, which meets the standards of nursing care of Phoenixville Hospital.

2. Performance Improvement monitoring is random in nature and includes as appropriate, orientation, program monitoring, and care provided by PRN/Per Diem pool employees. Records of patients whose care was provided totally or in part by PRN/Per Diem employees will be included in performance improvement reviews.

H. Benefits

WEPP employees will be eligible for tax-deferred annuities provided they have worked at least 1,000 hours in a calendar year and have satisfied other enrollment requirements. See benefit chart. Benefits will begin after the introductory period and/or as appropriate. (See benefit chart)
I. Salary

The WEPP employee is paid based on the established WEPP rates. (See PRN/ Per Diem/Premium Work Plans)

### Reviews/Revisions:

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<th>Date</th>
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<tr>
<td>Date:</td>
<td>9/05</td>
<td>04/06</td>
<td>01/08</td>
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<td>9/11</td>
<td>4/12</td>
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Cancellation Per Diem Task Force