

**POLICY: Incentive Shift Policy**

**POLICY NUMBER: 4000-A003 Issuing Department: Nursing**

 **Administration**

**Effective Date: 02/2008, Revised 4/1/09 Supersedes: Memo dated 8/2003**

**PURPOSE:** To provide appropriate compensation incentive for nursing staff who agree to work an extra shift in addition to their regular schedule.

**POLICY:** It is the policy of LHC to compensate hospital nursing staff who are requested or volunteer to work an extra shift with an incentive rate added to their hourly base wage.

**PROCEDURE:** An incentive shift is a shift that a staff member volunteers to work from the “needs list” posted after the monthly schedule is published OR a shift that a staff member is asked to work due to unplanned need.

Incentive shifts will be posted as a “needs list” and made available to full time, part time, and regularly scheduled PRN hospital nursing staff members. All staff members are eligible to apply for incentive shifts provided they meet the conditions of employment status. PRN staff members must be scheduled for at least two shifts/month to be eligible to apply for incentive shifts.

It is recommended that staff members initially apply for only 2 posted incentive shifts so as to allow others equal opportunity.

**Compensation will be made as follows:**

* RN incentive rate is $6.00/hour added to the hourly base rate
* LPN incentive rate is $4.50/hour added to the hourly base rate
* Nursing Assistant and Unit Coordinator incentive rate is $3.00/hour added to the hourly base rate.

RNs or LPNs who are requested to or volunteer to work an incentive shift as Nursing Assistant or Unit Coordinator shift will receive the incentive rate for that position and not the RN or LPN incentive rate.

In order to qualify for incentive payment, full time and part time staff must have worked their scheduled shifts during the payperiod the incentive shift falls. The only exception is when the employee is put on call or called off by the Nursing Supervisor. PRN staff must be scheduled to work at least two shifts in the month in which the incentive shift falls.

**Incentive shifts are to be approved in advance by the Nurse Manager or Director Patient Services.**

Approved: Marsha Vanderhoff, RN Patient Services Director 4/1/2009

 Authorized Signature Date Signed