



## Per Diem Fact Sheet

### **Postings**

Per Diem positions must be posted and bidding process used.

### **Qualifications**

RNs must have two years experience to become a Per Diem. MOU 2/9/2006

### **Incentive bonuses – RIH-UNAP Contract - Article 43, section 10.**

Paid quarterly based on total hours paid.

- 125-249 hours in a quarter = 4% of gross earnings
- 250+ hours in a quarter = 8% of gross earnings

### **Work Obligation**

- Article 43, section 4: *Per Diem* employees who are **offered the opportunity** but who fail to meet their work obligations for a period of sixty days **may be terminated** and will **lose all previously accrued seniority**.
- *Per Diem* employees who **do not work for four consecutive months or more for any reason** may be terminated and will lose all previously accrued seniority.

**Please read the section(s) below for:**

- *Per Diem* A -- Article 43--section 8 (work availability @ least 24 hours every 4 weeks)
- *Per Diem* B -- Article 43--section 11

### **Scheduling and Working Extra Hours**

- *Per Diem*s are scheduled after standard hour employees have been placed on the schedule.
- *Per Diem*s are scheduled based on their availability and where there is need for the unit/dept.
- Once the *Per Diem* has been awarded their 24 hours for the month, then EXTRA HOURS are awarded by seniority of those on/in the unit/dept.
- **On call**: *Per Diem*s DO NOT participate in on-call.
- **Blast Paging**:  
*Per Diem*s may obtain extra hours through blast paging. Blasts occur if more help is needed after on-call.
  - *Per Diem*s are paid straight time if answering a blast page when it is not attached to their shift or if less than 40 hours.
  - *Per Diem*s are paid 1 ½ times if 4+ hours are attached to a shift that they were already scheduled to work.

### **Called off/Cancellation of Shift**

- *Per Diem* employees will be called off after employees with regularly scheduled hours have first been given the opportunity, provided there are sufficient, qualified employees remaining to perform the available work.
- A *Per Diem* shall **not be cancelled less than one hour** prior to the start of their shift.
- If a *Per Diem* is CANCELLED LESS THAN 1 HOUR before the start of the shift, they receive 4 hours of straight time pay (article 43, section 3)
- Once the PD is scheduled the PD should not cancel a shift. If the occurrences increase or if there is a suspected pattern of abuse, then there is the potential for review or discipline.

## Floating

- A Traveler is floated before a PD, then PD, then standard hour worker.
- Hasbro Per Diems and Novice Floats float before standard hour and VOC (voluntary on call) workers.

## Holidays – Per Diem A - Article 43; s 9

- Per Diem A employees who are hired by the Hospital on or after January 1, 2002, may be required to work two holidays each year, one of which may be Thanksgiving, Christmas, or New Year's
- If you are placed on the schedule to work the holiday and you get a replacement to work your holiday, your holiday obligation has been fulfilled.
- Seniority among Per Diems is used to determine holiday scheduling

## Holidays – Per Diem B - Article 43; s 12

- Per Diem B employees shall be required to work one winter holiday and one summer holiday per year.

## Leaves of Absence

- **Article 25, Section 1** - Per Diems who have worked at least 1,040 hrs in the prior twelve months may be eligible for a family medical leave of absence

## Retirement

- **CORE ACCOUNT. (You must already be active in this plan.)**  
For each calendar year that a Per Diem works a minimum of 1,000 hours; they will be credited that year toward their years of Core Credit Service. You must be vested for three (3) years. (Contract Article 42)
- **FIDELITY (aka Lifespan's TIAA -CREF Plan)**  
***This is the only option for those hired after 12/31/2018.***  
For each calendar year that a Per Diem works a minimum of 1,000 hours, they are eligible to set up a TIAA-CREF Account and place pre-tax wages into this account.

## Seniority – Contract Article 11

- Per Diems seniority is based on your date of hire to the hospital

## Sick Time Benefits RI Sick & Safe Law/2019 Lifespan Attendance Policy

- Per Diems accrue 1 hour for every 35 hours worked. (RI Sick & Safe Law & Lifespan policy)
- If you do not have enough accrued sick safe leave time to cover your scheduled shift, you will be subject to counseling and/or corrective action, up to and including termination of employment separate and apart from the corrective/disciplinary action set forth in the Lifespan Attendance & Tardiness Policy table of 'Absent Hours Allocation'.

## Education Benefits

- "All employees (including per diems) with one year seniority or more shall be eligible for reimbursement for 100% of conference fee costs provided the employee provides written verification and the conference qualifies for CEUs. It is understood that time off for attendance at conferences shall be with advance supervisory approval consistent with operational needs (Article 36, section 4)