

Speare Memorial Hospital  
Plymouth, NH  
A Critical Access Hospital

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Human Resources Policy

Title: Per Diem Employment  
HR Policy Manual  
Section II-8

#### I. POLICY

It is the policy of Speare Memorial Hospital to hire employees on a per diem basis to meet staffing needs of the organization.

#### II. PURPOSE

The purpose of this policy is to outline requirements for per diem staff and the conditions under which per diem staff will be utilized.

#### III. DEFINITIONS

Per Diem Employee - a per diem employee does not have regularly scheduled hours. Per diem employees are scheduled as needed and hours of employment are regulated by SMH staffing needs. Hours are not guaranteed hours. Per diem employees may accept assignments at their own discretion. For purposes of this policy, there is an exception to the definition of per diem as noted in Section V para 12. This allows an employee to be regularly scheduled to work no less than 8 and no more than 12 hours per week in one department, while maintaining their per diem status in one or more other departments.

SMH - Speare Memorial Hospital

#### IV. SCOPE

This policy applies to all per diem employees of Speare Memorial Hospital.

#### V. PROCEDURE

1. Per diem employees must meet all employment requirements as outlined in Speare Memorial Hospital's "Policy on Employment".
2. An employee's request to transfer to per diem status requires the approval of the department director and the appropriate Senior Manager. Transfer to per diem status is not granted automatically upon the employee's request. The department director will notify his/her Senior Manager of this request by use of the Status Change Authorization Form. Per diem status will be authorized based upon departmental needs as well as the employee's overall job performance.

3. Per diem employees must meet mandatory annual education requirements as outlined in the hospital's policy on "Mandatory Education".
4. Per diem employees must maintain current state licensure requirements as applicable as outlined in the hospital's policy on "Licensure/Certification". Additionally, per diem employees must meet/maintain all necessary credentialing requirements.
5. Per diem employees are not defined as benefits eligible as outlined in SMH's policy on "Employee Benefits Eligibility". Per diem employees are eligible for the Pharmacy Prescription Program within the guidelines of the program. Refer to the policy on "Pharmacy Prescription Program".
6. Per diem employees are scheduled for work only with the approval of the department director or his/her designee.
7. Per diem employees are evaluated annually on the anniversary date of hire and are eligible for merit increases.
8. Per diem employees who have declined repeated requests to work will be evaluated by the department director on an individual case by case basis as to whether or not per diem employment will be allowed to continue. Such a determination is communicated to the employee in writing by the Human Resources Office.
9. Per diem Registered Nurses and Registered Paramedics in hospital nursing departments are required to work a minimum of 12 hours per 4 week schedule on average (minimum 156 hours annually). This is necessary in order to maintain competency and credentialing. Any exceptions to this requirement will be made on a case by case basis by the appropriate Nurse Director in consultation with the Chief Nursing Officer.
10. Certain per diem employees (Registered Nurses, Lab Techs, Radiologic Techs, Respiratory Therapists and Pharmacists, Env Service Technicians) may elect to participate in the "Per Diem Option Commitment Plan" specific to their department. If a per diem employee has elected to participate in the Per Diem Option Commitment Plan, the employee must comply with the terms of the agreement. Failure to comply will result in the employee being ineligible for the Per Diem Option Commitment Plan. Department directors are responsible for ensuring these employees are meeting their schedule commitments.
11. An employee can be regularly scheduled to work only one shift per week (not to exceed 12 hours) and still be eligible for the Per Diem Option Commitment Plan. The one regularly scheduled shift will NOT be eligible for the Plan. However, per diem hours worked in other departments WILL be eligible. Department directors are responsible for ensuring the time and the appropriate Per Diem Option pay code for these employees is recorded correctly in the Kronos system.

12. Per Diem Option Commitment plans are to be renewed annually at the beginning of each calendar year. Department directors are responsible for ensuring that there is a signed agreement for each of their per diem employees for the current year.

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