

Sullivan County Department of Public Health

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| <p><u>Title:</u> Per-Diem Employment</p> <p><u>Number:</u> AG-53</p> <p><u>Page Number:</u> 1 of 1</p> | <p>Original Approval: 5 / 0 1</p> <p>Reviewed/ revised: 6/03, 2/24</p> |
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Statement/ Purpose:

Expectations of Per-diem employees to meet the needs of the agency

Authority:

Sullivan County policy to align with union contracts

Application:

Per-diem employees

Terminology:

Per diem employee: an employee who is not employed on a regular basis, but who works on a day to day basis as needed by employer

Responsible Party:

Director of Patient Services

Cross-Reference:

n/a

Procedure:

1. Per diem employee will submit days of availability on a monthly basis by the 15th of the month
2. Per-diem RN's will be available four (4) weekends per year.
3. Per-diem RN's will be available a minimum of 24 days per year (including weekends and holidays) as patient needs require.
4. needs require.
5. Per-diem RN's will be available (2) holidays per year, or one additional weekend.
6. Per-diem RN's will attend two (2) staff conferences a year, including the annual HIV/BBP, which is
7. mandatory.
8. Activity of per-diem RN's will be reviewed every six months by the Director of Patient Services.
9. The Intake RN or an SPHN will call per-diem RN's when agency coverage is needed.
10. The Intake RN will be responsible to keep a schedule of all per-diem RN's. The Intake RN will track days worked, dates RN was requested to work and utilization, availability and response.
11. Per-diem RN's will be guaranteed at least 3 hours of work when scheduled or called in.