

**MARKLUND**  
**HUMAN RESOURCE POLICY AND PROCEDURE**

**POLICY No: 2.2.3**

**PAGE: 1 OF 3**

**SUBJECT: NURSE & PSP (C.N.A. or DSP) REGISTRY HIRING PROCESS**

**DEPARTMENTS AFFECTED: All Direct Care Dept.**

**APPROVED BY: Leadership**

**ISSUE: 7-15-01 Rev. 3-1-05, 7-01-09; 12/6/15 3-16-16; 8-25-19**

**EFFECTIVE DATE: 7-22-01**

**PURPOSE:** The purpose of the registry is to support our staffing needs by having additional qualified familiar nurses and aides available for our clients to fill in on the schedule on a PRN basis.

**POLICY/PROCEDURE:**

1. All outside applicants will complete an application through our online ATS system.
2. All applicants will be screened on the phone by a Recruiter and appointment for interview will be set up by the responsible person at each facility.
3. Any applicants hired for IHR will complete all new employee requirements and orientation.

**ORIENTATION:**

1. Attendance at New Employee Orientation is mandatory.
2. Paperwork on all applicants will be returned to the Human Resources Department.
3. Human Resources will maintain all employee files.
4. The rates stated in this policy will be in effect for all registry staff only, and will be the only rates that apply.

**ACTIVE EMPLOYMENT REQUIREMENTS:**

1. All registry staff (PSP's and Nurses) are required to be available to work (3) three shifts per month, (1) one weekend day and (2) two weekday shifts. IHR staff should not be scheduled more than nine shifts per month. Exceptions may be considered, with the approval of the HR Director. (see page 2)
2. All registry staff must be available to work one (1) of the three summer holidays (Memorial Day, 4<sup>th</sup> of July, or Labor Day) and one (1) of the three winter holidays (Thanksgiving Day, Christmas Day, or New Year's Day).
3. Registry staff that meet the availability guidelines and are not scheduled due to reduced openings will remain active in the system. Registry staff that do not meet the availability guidelines for 90 consecutive days may for each month be terminated from IHR staff.
4. All registry staff will be required to report their availability for each month to the facility's scheduler by the 5<sup>th</sup> of the preceding month. There is no guarantee that all shifts requested will be assigned.
5. Registry Staff will be assigned to full shifts only.

### **Policy 2.2.3**

6. Registry staff must meet all employment requirements. An individual may not be a regularly scheduled staff and a registry staff at the same time.
7. An employee may only transfer to an IHR status once every twelve-month period. The twelve-month period begins the day the employee transfers to IHR.
8. The employee must remain IHR for at least six months before applying for an open regular/permanent position.
9. Competency for registry staff will be documented in each individual record (CPR certification, hazardous materials, infection control, and orientation checklist).
10. Registry nurses are responsible for reading 100% of the Staff Meeting Minutes and nurses' meetings. Registry PSP's are responsible for reading 100% of staff meeting minutes.

### **EXPECTATIONS:**

1. Marklund Dress Code must be adhered to at all times.
2. Work as scheduled. If there are more than 3 absences for scheduled shifts in a 12-month period, the individual will no longer be eligible to participate in the Marklund I.H.R. program.
3. Adherence to Marklund policies is mandatory.

### **SCHEDULE:**

There is no permanent schedule for IHR staff.

With the HR Director's approval, a registry staff member may be assigned to cover a long term assignment. A status indicating the temporary assignment including the dates they are covering must be turned into HR before the assignment starts.

### **CANCELLATION OF REGISTRY PERSONNEL:**

1. Cancellation by Marklund will occur as early as possible and as late as two hours prior to the beginning of the scheduled shift.
2. Registry personnel must call Marklund as soon as possible, no later than four hours' prior the beginning of the shift if unable to work the assigned shift.

### **RESIGNATION:**

A written letter of resignation should be submitted two weeks prior to the last day of work and an on-line exit interview will be requested.

### Policy 2.2.3

#### **PAY SCALE:**

<b>PSPs:</b>	<b>\$17.50</b>
<b>LPNs:</b>	<b>\$26.00 – Weekdays</b> <b>\$28.00 – Weekends (11pm Friday – 11pm Sunday)</b>
<b>RNs:</b>	<b>\$30.00 – Weekdays</b> <b>\$32.00 – Weekends (11pm Friday – 11pm Sunday)</b>

#### **BENEFITS:**

IHR staff are ineligible for most Marklund sponsored or voluntary benefits with the exception of the following:

- Contributions to the Marklund Retirement Savings Plan and Marklund’s matching contribution after meeting eligibility requirements.
- Access to Corporate America Credit Union.
- Service Recognition
- Holiday rate of pay for hours worked on the six recognized holidays.

**Note: As a designated large employer under the Affordable Healthcare Act, Marklund is required to offer Healthcare benefits to any part-time employee that meets criteria set forth by the Act. Should an IHR employee meet this criterion at any time, they will be notified by the Human Resources Department and will be eligible to sign up for Marklund’s health insurance at that time.**

#### **REGULAR STAFF REQUESTING TO TRANSFER TO IHR**

**Any nurse or aide that voluntarily resigns from a permanent position and is in good standing, may apply for an IHR position after resigning. All guidelines listed above apply to staff transferring as well as newly hired IHR staff.**

**The following procedure must be followed in order to be considered.**

- Original resignation must be presented in writing to the supervisor.
- After completing the exit interview, the employee must fill out an application for posted position and receive recommendation from their current supervisor. This application should be turned in to Senior HR Generalist at MHC. After checking for Developmental Action, the application will be sent to the respective hiring supervisor or scheduler, based on the facility.
- If accepted, the employee will begin IHR status with the IHR rate at least one full pay period after being accepted. In all cases, the Scheduler needs to be made aware of these changes.

**Policy 2.2.3**

POLICY No: HR -2.2.3 NURSE & PSP (CNA or DSP) REGISTRY HIRING PROCESS

**I have been presented the above policy and understand all guidelines and requirements within.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Presenter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Presenter Printed Name