

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

<b>POLICY NO: 4.1.2</b>	<b>PAGE: 1 OF 2</b>
<b>SUBJECT: DIFFERENTIAL POLICY</b>	<b>EFFECTIVE: 12-1-93</b>
<b>DEPARTMENTS AFFECTED: ALL</b>	<b>APPROVED BY:</b>
<b>ISSUED: 12-1-93      REVISED: 5-31-94, 7-1-95, 9-10-96, 4-05-98, 8-14-98, 4-01-99, 3-16-00, 2-18-01, 7-18-01, 02-28-07</b>	

**PURPOSE:** To provide a recruitment/retention incentive for hourly paid staff so that essential services may be maintained around the clock, and to provide a reward system for the inconvenience of working certain shifts.

**POLICY:**

1. Eligibility for Payment of Night and PM Shift Differential for Nurses (RN/LPN):
  - A. A direct care nurse who is scheduled and works from 3:00 PM to 11:00 PM will be paid the PM shift differential.
  - B. A direct care nurse who is scheduled and works from 11:00 PM to 7:00 am will be paid the night shift differential.
  - C. Direct care nurses who work a split shift (working at least four hours) shall receive the established differential for that shift for hours worked. No other split shifts shall receive the differential. For example: if a PM or night shift nurse works one hour into the next shift, still receives the shift differential from the original shift, but not the shift differential from the next shift.
  
2. Eligibility for payment for the Exceptional Care Room differential (MCH only).
  - A. Any direct care employee scheduled to work in the Exceptional Care Unit at MCH will receive an additional bonus for each shift worked in that room. Employee must indicate on their edit report when they work a shift in the ECU.
  
3. Eligibility for payment for Shift Differentials for driving a Marklund owned vehicle:
  - A. Any hourly paid staff member -other than when it is part of their job description- who drives a Marklund owned bus or van for purposes of transporting (residents) to and/or from a Marklund sponsored activity, i.e., field trip, school, or D.T. program (excluding the position of Bus Drivers) will receive a differential only for the hours spent driving the vehicle.
  - B. If during an event the driver spends more than 50% of the time driving, they will be paid the differential for the whole trip. If less than 50% of the time of the event is spent driving, they will be paid the differential for actual driving time only.
  - C. Drivers will be paid this differential only if the following condition is met.

A "pre-trip" form must be filled out and turned in after each trip. If this is not done, no differential will be paid for that trip. Continued failure to adhere to this condition could result in developmental action.

4. Eligibility for payment of differential for bus care/supervision of Day School trach students.
  - A. A CNA or LPN who is scheduled to supervise and/or care for trach students to and from Day School on a bus which would require that person to arrive/depart from the student's residential site will be paid a differential at a flat trip rate per day and will differ based on the student to aide ratio.

Employees may only receive one differential per shift. If more than one applies, the higher value differential will be paid that shift.

Differential is not paid for jury duty, military or reserve duty, attendance at meetings, workshops, conferences, immunizations, or in conjunction with the use of any employee ESB Bank.

**ADDENDUM TO 4.1.2  
DIFFERENTIALS**

**DIFFERENTIAL DOLLAR VALUES**

<b>CATEGORY</b>	<b>TIME FRAME</b>	<b>DAYS</b>	<b>AMOUNT</b>
<b>Nurses (LPN/RN)</b>	<b>P.M.'s Nights</b>	<b>all all</b>	<b>\$1.00/hr. \$2.00/hr.</b>
<b>Trained individual designated to drive residents in Marklund owned vehicle</b>	<b>When driving vehicle</b>	<b>all days</b>	<b>\$1.20/hr.</b>
<b>One/One CNA or LPN or Bus Aide</b>	<b>Accompanying trach client from residence to school and back</b>	<b>M-F</b>	<b>\$10.00/ per client 3:1 ratio  recom mended</b>
<b>Exceptional Care Unit (ECU) MCH Direct Care Only</b>	<b>All shifts</b>	<b>All days</b>	<b>\$10.00 per shift</b>