1. **Title**

*Hospital Staffing Incentive-Critical Vacancy Bonus*

1. **Policy**

* All qualified hospital staff nurses and nurse techs/CNAs will be eligible to participate in the **Critical Vacancy Bonus** (CVB) program during times of critical shortages in the Medical-Surgical Unit, Perinatal Unit, CVU and Emergency Department
* Each Unit Director will communicate staffing opportunities and shifts designated as bonus shifts for the 4-week schedule prior to posting the schedule. The Unit Director or House Supervisor may offer the CVB bonus for unscheduled needs that arise
* A **Critical Vacancy Bonus** (CVB) will be paid when a staff member works more than fourteen 12-hour hospital shifts during the 4-week schedule. In order to earn the bonus, **all** **scheduled** shifts must be worked during the 4-week schedule
* If a regularly scheduled shift is not worked (due to a call-in) during the same week as an extra shift is picked up, the employee is not eligible for the bonus
* If an employee is cancelled for an extra shift, no bonus will be paid for that shift
* The amount of the CVB is as follows:

RN/LVN $125 each extra shift over 14 shifts during a 4-week schedule **or**

$475 for 3 extra shifts (17 total) during a 4-week schedule

Ancillary (NT, CNA) $40 each extra shift over 14 shifts during 4-week schedule **or**

$150 for 3 extra shifts (17 total) during 4-week schedule

* The CVB amount is the same for all shifts: days, nights, weekdays, weekends or holidays.
* A **Critical Vacancy Bonus** **Shift Log** must be completed by the employee prior to the end of the 4-week schedule and turned in to the Unit Director or CNO prior to the Monday of a payroll week. The Unit Director or CNO will submit it for payment through the payroll system. Paperwork that is turned in late may delay the payment of the bonus
* The CVB will be offered during time of staffing shortages, but is not automatically in effect every schedule. The bonus may be revoked at any time. All shifts must be worked in one of the following units: Medical-Surgical, CVU, OB or ER.
* Any variation from this policy has to have a verbal/written approval from the CNO. If the CNO is unavailable, verbal/written approval must be obtained from the CEO or CFO

1. **Related CMH Documents: Critical Vacancy Shift Log**

[http://portal/index.php?option=com\_content&view=article&id=123&Itemid=546#](http://portal/index.php?option=com_content&view=article&id=123&Itemid=546)

1. **Dates Approved or Amended**

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| 6/2020 | 11/2017, 05/2019 |
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1. **Contact Information**

Chief Nursing Officer, Human Resources