

408 Pick-Up Pay

Effective Date: 01/13/2013

Effective Date: 01/10/2016

Effective Date: 02/14/2022

Effective Date 03/12/2023

Last Reviewed: March 2023

Purpose: To encourage Pine Haven Staff to pick up additional shifts; to encourage good attendance and teamwork; to show appreciation for those who work additional shifts. We have three specific reasons for offering pick up pay:

- To provide more consistent care for our residents.
- To reduce the number of shifts filled by agency nursing staff.
- To reduce the number of shifts with staff working short.

There are two categories for Pick-Up Pay, and the qualifications for each are as follows:

1. Call Off Pick-Up Pay (Covers only **previously-filled** shifts that are called off within **72 hours** of shift start)
 - a. All non-exempt staff, including casuals in good standing, are eligible
 - b. Person picking up must complete all shifts for which he/she is scheduled for that same week in order to receive pick-up pay
 - c. Pick-up pay will be \$4/hour
 - d. Pick-up pay will be paid out each pay period
2. Open Shift Pick-Up Pay
 - a. Employees must hold a non-exempt scheduled position to be eligible for Open Scheduled Shift Pick-Up Pay
 - b. Person picking up must complete all shifts for which he/she is scheduled for that same week in order to receive pick up pay
 - c. Pick-up pay will be paid out each pay period
 - d. Pick-up pay rate is variable, depending on the scheduled position an employee holds, as follows:
 1. 15-16 hrs/pp: \$0.50/hr
 2. 24 hrs/pp: \$0.75/hr
 3. 32 hrs/pp: \$1.00/hr
 4. 40 hrs/pp: \$1.25/hr
 5. 48 hrs/pp: \$1.50/hr
 6. 56 hrs/pp: \$2.00/hr
 7. 64 hr/pp: \$2.50/hr
 8. 72 hr/pp: \$3.00/hr
 9. 75-80 hr/pp: \$4.00/hr

The following eligibility criteria apply:

- Non-exempt employees, as listed above in each category, are eligible.
- Eligible employees will receive hourly premiums listed for agreeing to work additional shift beyond their regularly assigned (scheduled) hours.
- Individuals must meet their assigned hours (work regularly scheduled shifts) for the pay period in order to qualify for the Pick-Up Pay on any additional worked hours.
- Individuals must work a minimum of 2 hours of the open shift in order to qualify.
- Pick-Up Pay is not multiplied if the employee is earning overtime pay.
- Individuals will be eligible for Pick-Up Pay if their assigned hours were met in a pay period due to previously scheduled PTO, bereavement leave, or jury duty.
- Individuals who have an unscheduled absence will lose any Pick-Up Pay for the week (Sunday through Saturday) of the absence.
- Pick-Up Pay does not apply to staff meetings, seminars, or in-services.
- Pick-Up Pay does not apply if an employee's schedule was adjusted for the employee's convenience (trading days).
- Scheduling Coordinators and Department managers will be responsible for entering Pick-Up Pay on time sheets.
- The policy will be reviewed annually to evaluate its effectiveness.