



Per-Diem Employee Policy

Approved by: Jonalee Roberts, HR Manager

Policy # HR04302024

Effective: 06/03/1998

Revised: 02/05/2025

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Policy

It is the policy of Mt. Grant General Hospital to provide for a supplemental staffing pool to assist with patient care, non-patient care, ambulatory care, and other areas with staffing needs.

Employment Status

A per-diem employee is a person who is scheduled a flexible schedule, works less than eighty (80) hours per pay period, and on an "as needed" basis that both meets the needs of the facility and is agreeable to the employee. Per diem staff may be requested as the need arises or assigned in advance to provide coverage during scheduled absences such as vacations or extended illnesses. The employee may work as many hours as allowed within the guidelines of NRS 286.293, as approved by the Hospital, without becoming eligible for Hospital benefit programs. Such an employee may be excluded from future service at any time. There is no guarantee or promise of the number of hours that will be worked at any given time. Per-diem employees are paid at a higher hourly rate of pay than a regular employee in the same position to offset compensation for benefits.

Per Diem employees are not eligible for the following Hospital benefits:

1. Health insurance, dental, and vision insurance
2. Life insurance
3. Accidental and Dismemberment insurance
4. Voluntary insurance elections
5. Retirement
6. Shift differential pay
7. Holiday pay
8. Leave (including Annual, Sick, Jury duty, Educational, and Bereavement)

Per Diem employees cannot exceed 1039 hours or the PERS earnings limitation during a fiscal year.

Requirements

1. All candidates for per-diem positions must meet the minimum requirements as outlined within the job description maintained by Human Resources.
2. Job offers are contingent upon the candidate offered a position meeting all the appropriate pre-employment requirements. These include but are not limited to pre-employment health screening related to bonafide physical requirements of the position, drug tests, vaccinations and background screening.
3. Any employee seeking to transfer to a per-diem position and change their employment status must possess at least a satisfactory performance appraisal and not be in the process of being disciplined.
4. The employee must maintain a current telephone number and address with both Human Resources and the department to which they are always assigned.
5. Employees must keep the following items current:



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- a. Flu vaccination (annually)
 - b. A copy of an unexpired license on file with Personnel (for positions requiring)
 - c. A copy of an unexpired CPR card on file with Personnel (for positions requiring)
 - d. Annual mandatory training
 - e. Annual performance/skills testing for CNAs
 - f. COVID vaccine meeting current CMS and regulatory requirements or have an approved exemption.
 - g. Background checks through the Nevada Department of Safety at hire and every 5 years thereafter.
6. Per-Diem staff minimum shift requirements:
- a. Depending on department needs, Per-Diem Employees will work three (3) shifts per month including a weekend (Friday, Saturday, and Sunday, all shifts)
 - b. Per Diem Staff must generate recorded hours every 120 days. (Productive Hours, Education Hours, Staff Meeting, etc.)
 - c. Per Diem Staff will be responsible for providing their manager with their availability by the 5th of every month.
 - d. Per Diem Staff will work at least two (2) holidays per year
One Summer holiday- Memorial Day, Independence Day, or Labor Day And
One Winter holiday- Thanksgiving, Christmas Eve, Christmas, New Years Eve or New Years Day
7. The employee must notify the department manager of all absences prior to the absence in accordance with Hospital policy. Any per-diem employee who is absent without notification from a scheduled shift ("no show") on one or more occasions will be subject to disciplinary action up to and including termination.
8. The employee must notify the Hospital in writing if they wish to resign.
9. If Per-Diem employee fails to meet the required minimum requirements will be mailed a letter reminding the employee of the per diem employment requirements. If the employee does not respond within (14) fourteen days to schedule required shifts it will be considered a voluntary resignation by the per-diem employee.
10. Per-Diem employees who do not meet the above-mentioned requirements will be subject to termination without notice.

Orientation

Human Resources will arrange an orientation for all per-diem employees. These orientation sessions are mandatory and all per diem staff are expected to complete orientation prior to reporting to their respective job assignment area. Department managers are responsible for orientation to their respective areas.



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Per-Diem Employee Policy Acknowledgment

This is to acknowledge that I have received a copy of Mt. Grant General Hospital **Per-Diem Employee Policy** which was revised on February 5, 2025. I understand that it is my responsibility to become familiar with this policy regarding my per-diem employment so that I can understand my employment relationship with Mt. Grant General Hospital.

I acknowledge that I am expected to read, understand, and adhere to this policy and that I am governed by the contents of this policy. I understand that my failure to comply with this policy may result in disciplinary action, up to and including termination. If I have questions concerning this policy, I will bring it to the attention of my supervisor, human resources, or the administrator.

I also understand that Mt. Grant General Hospital may change, rescind, or add to this policy from time to time and without prior notice, at the sole and absolute discretion of Mt. Grant General Hospital, provided such changes, rescissions and/or additions are not prohibited by law. I will be responsible for maintaining this policy by inserting all updates issued.

Employee's Signature

Employee's Name (Printed)

Date