

# ***NCH HEALTHCARE SYSTEM***

## ***INTERNAL TEMPORARY STAFFING PROGRAM (ITSP)***

To help meet the staffing needs of the NCH Healthcare System the *Internal Temporary Staffing Program (ITSP)* will maximize available staffing resources during the periods of critical staffing shortages. The *ITSP* program allows full and part-time designated staff members the opportunity to earn extra money for working extra shifts.

### **Purpose:**

To maximize available staffing resources during periods of critical staffing shortages or staffing vacancies and to minimize traveler and agency needs.

### **Definition:**

***Critical Staffing Shortage:*** Insufficient availability of qualified personnel to cover the immediate needs caused or evidenced by:

### **Guidelines: (Part 1 ~ January 1, - April 1, 2023)**

1. During this period, full-time eligible staff members must agree to work (6) **or** (12) additional shifts *beyond their work agreement within a 13-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member's regular schedule).
2. Part-time staff members are also eligible; however, they must agree to work (12) additional shifts *beyond their work agreement within a 13-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member's regular schedule).
3. *ITSP* is applicable to all Core full-time and part-time Bedside Registered Nurses, Respiratory Therapists, Radiology Techs (Radiographer, MRI, Ultrasound, CT and Nuclear), Rehab (PT, OT, Speech), Licensed Practical Nurses, Registered Cardiac Invasive Services Tech (RCIS), OR Techs, Clinical Technicians (CT's), ED Techs, SPD Techs, Unit Secretaries, Sitters, and Transporters.
4. Shifts must be scheduled in advance and entered in the Kronos schedule with the **proper label of ITSP**, to be eligible for this program.
5. *ITSP* will only be paid for full ITSP shifts worked above the current FTE scheduled hours agreement of 36-40 hours per week for full-time employees.
6. All staff will continue to be paid time and one-half for all hours worked over forty in one week. Salaried employees will receive regular pay for any additional full bedside shifts.
7. Staff will make up **all sick and unscheduled absences over one occurrence** within the designated time frame to be eligible to remain in *ITSP*.
8. Staff who receive a Step 2 corrective action or above during this designated time will be immediately removed from the program and any additional shifts worked will be paid as normal.
10. No staff member may schedule him/herself for more than sixty hours per week without CNE/CNO approval. This will be closely audited.
11. ITSP shifts worked during a week in which PTO was taken **will not be** counted towards the ITSP incentive.
12. Staff members who do not meet their commitment to the ITSP program, except for an unforeseen FMLA or work comp injury will not be eligible to participate in future programs the following year.

**Guidelines: (Part 2 ~ April 2, - May 27, 2023)**

- 13. During this period, full-time eligible staff members must agree to work (7) **or** (4) additional shifts *beyond their work agreement within an 8-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member’s regular schedule).
- 14. Part-time staff members are also eligible; however, they must agree to work (7) additional shifts *beyond their work agreement within an 8-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member’s regular schedule).

**Department Directors/Designees shall maintain complete discretion to assign extra shifts based on the individual’s qualifications, performance of job duties and staffing needs. Management reserves the right to discontinue the plan without notice if the plan is deemed no longer in the best interests of the NCH Healthcare System or if any of the above conditions no longer exist.**

**All ITSP Flat-Rates will receive an additional \$10.00 per hour ITSP stipend.**

***Internal Temporary Staffing Program Positions:***

<b>Positions</b>
Bedside Registered Nurses; Registered Cardiac Invasive Services Tech (RCIS); Interventional Radiographer
Physical Therapy
Occupational Therapy, Speech Therapy
Nuclear Med Tech
MRI Technologist, Sonographer
Respiratory Techs
CT Technologist
Radiographer
OR Tech
Laboratory Technologist
SPD Tech
Bedside Licensed Practical Nurse
Clinical Tech
Lab Assistant – Phlebotomist
ED Tech
Sitter, Transporter
Unit Secretary

Questions related to the pay plan should be directed to your respective Director or HR Business Manager.

**NCH HEALTHCARE SYSTEM**  
**INTERNAL TEMPORARY STAFFING PROGRAM**  
**Employee Agreement – (Part 1)**

Name:	Employee I.D.#
Department:	Current Scheduled Hours (Per Pay Period):
Position:	Start Date: <b>January 1, 2023</b> Stop Date: <b>April 1, 2023</b>

I \_\_\_\_\_ agree with the provisions of the *Internal Temporary Staffing Program (ITSP; and*

**Check One:**

<input type="checkbox"/>	I agree to work (12) twelve additional shifts beyond my normal schedule as a <b>full-time</b> staff member.
<input type="checkbox"/>	I agree to work (6) six additional shifts beyond my normal schedule as a <b>full-time</b> staff member.
<input type="checkbox"/>	I agree to work (12) twelve additional shifts beyond my normal schedule as a <b>part-time</b> staff member.

I understand that I will make up all sick and unscheduled absences over one occurrence within this same time frame as a regular shift. I understand that ITSP shifts cannot be taken during a week in which I am on PTO.

ITSP shifts for my discipline will be paid at a flat rate with an additional \$10.00 per hour ITSP stipend.

<b>Positions</b>
Bedside Registered Nurses; Registered Cardiac Invasive Services Tech (RCIS); Interventional Radiographer
Physical Therapy
Occupational Therapy, Speech Therapy
Nuclear Med Tech
MRI Technologist, Sonographer
Respiratory Techs
CT Technologist
Radiographer
OR Tech
Laboratory Technologist
SPD Tech
Bedside Licensed Practical Nurse
Clinical Tech
Lab Assistant – Phlebotomist
ED Tech
Sitter, Transporter
Unit Secretary

If I fail to complete the stated requirements, I understand I will be immediately removed from the program and be ineligible to participate in the following year’s program. I have received a copy of the *“Internal Temporary Staffing Program”* document.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources (Authorization to Pay)

\_\_\_\_\_  
Date

**NCH HEALTHCARE SYSTEM**  
**INTERNAL TEMPORARY STAFFING PROGRAM**  
**Employee Agreement – (Part 2)**

Name:	Employee I.D.#
Department:	Current Scheduled Hours (Per Pay Period):
Position:	Start Date: <b>April 2, 2023</b> Stop Date: <b>May 27, 2023</b>

I \_\_\_\_\_ agree with the provisions of the ***Internal Temporary Staffing Program (ITSP; and***

**Check One:**

<input type="checkbox"/>	I agree to work (7) seven additional shifts beyond my normal schedule as a <b>full-time</b> staff member.
<input type="checkbox"/>	I agree to work (4) four additional shifts beyond my normal schedule as a <b>full-time</b> staff member.
<input type="checkbox"/>	I agree to work (7) seven additional shifts beyond my normal schedule as a <b>part-time</b> staff member.

I understand that I will make up all sick and unscheduled absences over one occurrence within this same time frame as a regular shift. I understand that ITSP shifts cannot be taken during a week in which I am on PTO.

ITSP shifts for my discipline will be paid at a flat rate with an additional \$10.00 per hour ITSP stipend.

Positions
Bedside Registered Nurses; Registered Cardiac Invasive Services Tech (RCIS); Interventional Radiographer
Physical Therapy
Occupational Therapy, Speech Therapy
Nuclear Med Tech
MRI Technologist, Sonographer
Respiratory Techs
CT Technologist
Radiographer
OR Tech
Laboratory Technologist
SPD Tech
Bedside Licensed Practical Nurse
Clinical Tech
Lab Assistant – Phlebotomist
ED Tech
Sitter, Transporter
Unit Secretary

If I fail to complete the stated requirements, I understand I will be immediately removed from the program and be ineligible to participate in the following year’s program. I have received a copy of the ***“Internal Temporary Staffing Program”*** document.

Employee Signature	Date
Department Director Signature	Date
Human Resources (Authorization to Pay)	Date

INTERNAL TEMPORARY STAFFING PROGRAM (ITSP)  
FREQUENTLY ASKED QUESTIONS

1. **What is the ITSP Program?**

A program to maximize available staffing resources during periods of critical staffing shortage/insufficient qualified hard to recruit positions and minimize agency use during a designated time frame.

2. **How long does the ITSP program run?**

**PART 1: (January 1 – April 1, 2023)**

During this period, full-time eligible staff members must agree to work (6) **or** (12) additional shifts *beyond their work agreement within a 13-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member’s regular schedule).

Part-time staff members are also eligible; however, they must agree to work (12) additional shifts *beyond their work agreement within a 13-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member’s regular schedule).

**PART 2: (April 2 – May 27, 2023)**

During this period, full-time eligible staff members must agree to work (7) **or** (4) additional shifts *beyond their work agreement within an 8-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member’s regular schedule).

Part-time staff members are also eligible; however, they must agree to work (7) additional shifts *beyond their work agreement within an 8-week* period. Shifts will be full 8- or 12-hour shifts (dependent on the staff member’s regular schedule).

3. **Who is eligible for the ITSP Program and how much can I earn if I sign up?**

The below disciplines are eligible for the ITSP Program. They are paid at a flat rate for their position plus an additional \$10.00 per hour ITSP stipend.

<b>Positions</b>
Bedside Registered Nurses; Registered Cardiac Invasive Services Tech (RCIS); Interventional Radiographer
Physical Therapy
Occupational Therapy, Speech Therapy
Nuclear Med Tech
MRI Technologist, Sonographer
Respiratory Techs
CT Technologist
Radiographer
OR Tech
Laboratory Technologist
SPD Tech
Bedside Licensed Practical Nurse
Clinical Tech
Lab Assistant – Phlebotomist
ED Tech
Sitter, Transporter
Unit Secretary

4. **What do I do to sign up?**

You must complete and sign the ITSP Program Incentive Agreement, available from your department Director and return it to Human Resources. Please return the form to [timekeepingassociates@nchmd.org](mailto:timekeepingassociates@nchmd.org), the longer you wait to sign up for the program, the less time you will have to meet the requirements.

5. **Will I be required to float?**

All incentive shifts will be considered pre-scheduled shifts and subject to the same float and cancellation policies. **You will not be COH-ed if we have another need that you are qualified for within the system. All cancellations will go through the Staffing Office after verification of needs is confirmed.**

6. **Will I be allowed to use PTO during this designated time?**

Yes, however additional incentive shifts worked during the week in which you take scheduled PTO will not be counted towards the incentive. You will be allowed only one sick occurrence (during the designated time) without making up that shift.

7. **Are Per Diem, TSP, or Agency staff eligible to participate in this program?**

No.

8. **Does ITSP apply to On-Call Shifts?**

No.

9. **Are new hires within their first ninety days of employment eligible to participate in the ITSP?**

No.

10. **If my discipline is not on the approved position list for ITSP, can it be considered?**

ITSP is not automatically approved for all positions or departments. Your department director should review their staffing needs with their Vice President for consideration.

11. **Are EPIC or other training requirements eligible for ITSP shifts?**

No.