



Title: Per Diem Casual Employee Scheduling	
Author: Vice President, Chief Human Resource Officer	Effective Date: 10/2012019
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POLICY:

Facilities are staffed with the most efficient combination of Full Time, Part Time, Per Diem/Casual and temporary employees to meet the needs of the company, patients, and employees

PURPOSE:

This policy is designed to assure optimal staffing potential, communicate minimum and maximum scheduling requirements of per diem/casual staff, to maintain employee competencies and to assure all staff's knowledge and understanding of healthcare system policies and procedures.

PROCEDURE:

1. Per Diem/Casual status scheduling:
 - 1.1. Per Diem/Casual status employees are not guaranteed a consistent schedule. They are utilized according to the staffing needs of their department and will be cancelled/flexed before full and part time status employees unless another employee is being paid overtime or special circumstances such as specialized training/certification exists and is needed to facilitate patient care.
 - 1.2. Per Diem/Casual employees are normally scheduled for less than 40 hours per pay period (20 hours per week) based on the staffing needs of the department. During the period between October 1 and September 30, employees classified in a per diem/casual status may not exceed 1,508 worked hours (29 hours per week on average). The 1,508 includes hours during this period where the employee may have been classified as a part or full time employee. On a quarterly basis a report of hours worked by per diem/casual employees will be prepared and reviewed for compliance. Should an employee be near or exceed the 1,508, they may either be removed from the schedule or reclassified to a benefitted status with corresponding pay and benefit eligibility changes as applicable. Casual employees may not be reclassified into a benefitted position unless an open and approved position is available.
 - 1.3. Per Diem/Casual status employees are available to work a minimum of two shifts per month, one recognized holiday in the winter season, one other recognized holiday during the year, and provide weekend coverage as needed by the department.

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- 1.4. Per Diem/Casual status employees could also be those who are attending school or are available only during certain portions of the year (school breaks, summer vacations, holidays, etc.).
- 1.5. Per Diem/Casual status employees are expected to follow the scheduling practices of their department and normally to be available to work when requested.
- 1.6. A Per Diem/Casual status employee who does not meet the minimum work requirements for a period of three months will typically be terminated from employment unless other scheduling arrangements have been made which can be fulfilled by the Per Diem/Casual status employees and also meet the needs of the organization
2. Per Diem/Casual status employees working in “hard-to-recruit” positions normally receive a wage that is approximately 20% higher than other Regular status employees working in the same classifications. Per Diem/Casual status employees working in all other positions receive the same wage as those working in Regular status in those positions. They are not eligible for healthcare system-sponsored employee benefits.
3. To be eligible for all employee benefits, the employee must be working in a benefited position. Per Diem/Casual status employees may apply for and be accepted into a benefited position but are not eligible for nor entitled to any retroactive benefits or seniority that may be due a part or full time status employee.
4. When an employee changes status to or from Per Diem/Casual status, their pay and/or benefits may be affected.
5. Per Diem/Casual status employees are expected to comply with all policies and procedures. Job descriptions are the same as for all employees of a similar skill level, and performance expectations are equivalent. Per Diem/Casual status employees are evaluated on the same schedule as all other Regular status employees, and demonstration of competence is required as for all Regular staff. If it is determined through the evaluation process or by observation or through other disciplinary action that the employee does not effectively perform the competencies of the position, the employee will be required to work more than the minimum until considered fully competent or until a determination is made to terminate the employment relationship.
6. Per Diem/Casual status employees must maintain their new hire and annual requirements and certifications as well as annual health examinations as must all Regular staff.
7. Per Diem/Casual status employees are held to the same conduct and performance expectations as all Regular staff. However, due to the special need for their services and when placed onto the schedule with sufficient notification, the Per Diem/Casual status employee may be terminated from employment with only one “no-call-no-show”.
8. Other information for Per Diem/Casual status employees:
 - 8.1. Per Diem/Casual status employees accrue no seniority while in Per Diem/Casual status. Seniority is earned only when in Regular status. When an employee moves from Per Diem/Casual status to Regular status, seniority begins anew, regardless if the employee was in any Regular status in the past.
 - 8.2. Per Diem/Casual status employees are the first to be laid off and have no recall rights in the case of any reduction in force.

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