My Life – Weekend Scheduling Option for RN’s

GUIDELINES
Effective: 11/15/09

- Must work 49 weekends a year, two 12 hour or three 8 hour shifts per weekend (24 hours), between the hours of Friday 7pm and Monday 7am
- May use up to a total of 72 hours of a combination of scheduled and unscheduled PTO and ITO on the weekends for a maximum of 6 weekend shifts off in a Rolling year. Planning for unexpected/unscheduled time off is strongly advised. Using more than 72 hours of PTO/ITO/UTO on the weekends is cause for removal from the program.
  - Participant may not take more than 24 hours of unscheduled weekend PTO/ITO in a rolling year
  - FMLA and Funeral time is not considered PTO/ITO and is managed at the unit level
- Working an extra shift on a weekend or during the week is considered above the required work schedule and the participant must continue to work two shifts all weekends. Weekday hours are paid at a regular CAP rate.
- Overtime caused by weekday or extra weekend shifts must be pre-approved by the unit manager; scheduling unapproved overtime is reason for removal from the program
- If weekend coverage is not needed on the unit, the participant may work on another unit with weekend needs, but cannot substitute a weekday for a weekend day
- Low census days as per FT staff, but must be pre-approved by the CNO
- Holiday requirement: the participant is required to work any holiday(s) if the holiday falls on a weekend, otherwise there are no holiday requirements
- Off shift requirements are at the discretion of the hospital/unit

Eligibility:

- All CAP inpatient units, excluding OR. Limited number of weekend positions per unit – number determined by the unit manager and needs are to reevaluated annually at the minimum
- Minimum of one year of experience to work as unit-based, minimum of two years for resource-based assignment
- Must have a performance rating of 2.3 to enter the program, and a 2.0 to remain.
- If the participant resigns or is removed from the program they are not permitted to return to the program for one calendar year
- After six pay periods, if a weekend nurse does not meet the minimum worked hour requirements, their participation will be terminated

Benefits:

- Health, dental at full time levels. Paid STD, LTD. Tuition reimbursement as per full time staff
- PTO accrued at part time rate of 0.0538 hour per hour worked
  - New external hires: PTO advance of 16 hours. Current employees transferring into the program: PTO paid out to take you to the maximum allowable accrual
- Hourly rate per compensation guidelines. No shift differential