

**Registry Guidelines
Registered Nurse
Hospital Based**



	New Graduate	Option 1	Option 2	Option 3	Option 4	Option 5	
Employee Category	New Graduate – RN Licensure	Experienced nurses seeking a flexible position with a higher base rate of pay	Experienced nurses seeking a flexible position with a higher base rate of pay	Experienced nurses seeking a flexible position with a higher base rate of pay	Experienced nurses seeking a flexible position with a higher base rate of pay	Nurses available for short term (no more than 12 weeks) employment contract with a higher base rate of pay to fill a vacant track.	
Education and Work Experience	RN licensure with less than 1 year prior work experience	RN licensure with greater than one year experience	RN licensure with greater than one year experience	RN licensure with greater than one year experience	RN licensure with greater than one year experience	RN licensure with greater than one year experience	
Shift Requirements	1 holiday, one being Independence Day, Thanksgiving, Christmas Eve or Christmas Day	1 shift per pay period (3 shifts/6 week sched) of which 2 are Saturday or Sunday. Weekends based upon department need. 1 holiday, being Independence Day, Thanksgiving, Christmas Eve or Christmas Day	2 shifts per pay period (6 shifts/6 week sched) of which 4 are Saturday or Sunday. Weekends based upon department need. 2 holidays, one being Independence Day, Thanksgiving, Christmas Eve or Christmas Day	4 shifts per pay period (12 shifts/6 week sched) of which 4 are Saturday or Sunday. Weekends based upon department need. 2 holidays, one being Independence Day, Thanksgiving, Christmas Eve or Christmas Day	6 weekend shifts (Saturday or Sunday) in 6 week schedule. 2 holidays, one being Independence Day, Thanksgiving, Christmas Eve or Christmas Day	Contracts may be arranged for an assignment equal to the tracks being filled. As per contract agreement including holidays that occur during contracted period.	
Compensation	\$28.00	\$30.00	\$34.00	\$36.00	\$45.00	\$45.00	
Additional Compensation Requirements	N/A	Employees meeting 4 of the following criteria are compensated an additional \$1.00/hour: <ul style="list-style-type: none"> • Orientation Preceptor • Charge Nurse • Board Certification 			<ul style="list-style-type: none"> • Hospital Instructor (BCLS, ACLS, PALS, TNCC, ENPC etc.) • Committee participation with consistent attendance (at least 80%) • Works on December 24 or 25 • Works in more than one department 		
Shift Differential	Second Shift - 3:00 PM – 11:00 PM			Third Shift – 11:00 PM – 7:00 AM			
Call Requirements	<ul style="list-style-type: none"> • \$3.25 per hour • On-call expectations: Remain available during the regularly scheduled shift. If called to work, compensation is regular pay rate for hours worked unless otherwise agreed upon with Director. 						
Reduced Operations	New Year's Day	Good Friday	Memorial Day	Independence Day	Labor Day	Thanksgiving	Christmas Day
Clinical Areas	Birthing Center CV Maternity Svcs	Case Management	Critical Care	Clinical Obs/Stroke	Emergency Dept	Infusion Center	Inpatient Rehab
	Intermediate Care	Level III Nursery	Medical	Newborn Nursery	Oncology	Ortho/Neuro	Outpatient Services
	Pediatrics	Post Procedure Care	Radiation Oncology	Radiology	Surgical	Surgical Services	Wound/Ostomy Care
Compliance	<ul style="list-style-type: none"> • There is no guarantee of a specific number of hours each pay period. • Compliance with expected availability and minimum work requirements will be evaluated on a quarterly basis. • Employees who have not met these requirements for 3 consecutive months will be terminated from employment. 			<ul style="list-style-type: none"> • When scheduled to work, registry employees must adhere to the Attendance & Punctuality Policy HR-1. • Employees requesting to transfer to registry status must be recommended by their current director. • Shift and holiday per departmental need. 			
Other Requirements	<ul style="list-style-type: none"> • Attends general hospital and nursing orientation. Note: Registry staff will be paid for classroom and clinical orientation and mandatory education/in-services. Non-mandatory education will not be paid. • Annual performance appraisals will be completed and excludes merit increases or bonuses. • Complete orientation of assigned patient care departments. 			<ul style="list-style-type: none"> • Meets annual appraisal and competency requirements, completes annual health screening and attends required education sessions. • Adhere to FICA, Federal, and State tax guidelines for payroll purposes. • No self-cancellations of scheduled shifts. 			
Contract Requirements	<ul style="list-style-type: none"> • The department director and the registry employee will determine the contract dates. • All contracts must be approved by the Director 			<ul style="list-style-type: none"> • Contracts are determined based on department vacancies, staff leave of absence, patient volume, and other unforeseen circumstances which result in a reduction in staff resources. 			

Registry Requirements Acceptance Process

I acknowledge receiving and reviewing the Registry Guidelines and I understand the requirements for Registry status. I accept the following Registry Option (*circle one*).

NG	1	2	3	4	5
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Name	Signature	Department	Date

Management Approval Process

Contract Reason		Contract Term	
Name	Signature	Department	Date