

## Declared Weather Emergency Pay Procedures in Nightingale

For Exempt employees:

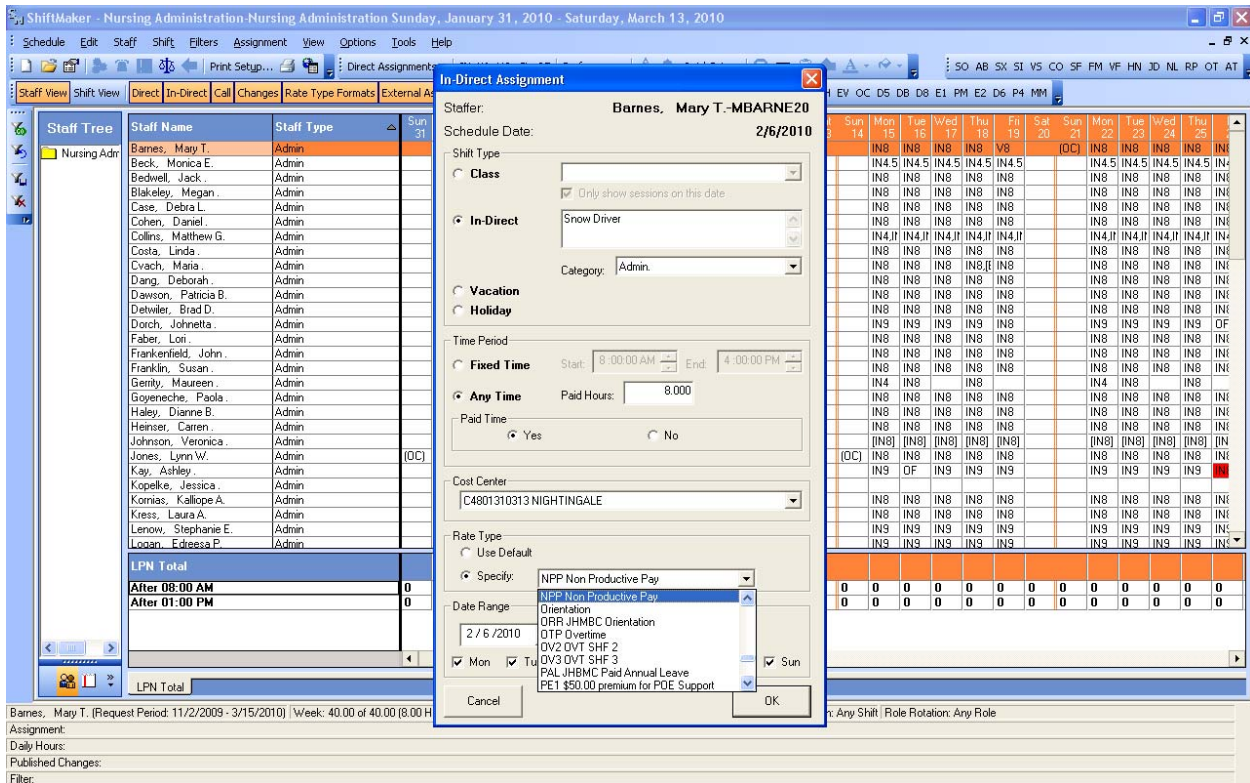
- For those employees working as drivers:
  - Enter an IN shift with the category of Admin.
  - Enter the corresponding number of hours the employee was driving
  - Specify the pay rate as AST to assure these hours are paid out above their FTE status of hours.
  - If the employee is not eligible for AST (eg: Manager level and above) then this can be submitted via the bonus spreadsheet sent to PayProblems@jhmi.edu (reg. rate X # hours worked).
  
- For those employees who were “sleeping over” or remained on site to return for their next shift:
  - In an effort to keep the AVL reporting clean, it would be best to pay those exempt staff who stayed over by submitting bonus amounts via the bonus spreadsheet sent to PayProblems@jhmi.edu. Please check with your Director of Nursing for further direction.
  - If AVL has already been entered into Nightingale, it does not need to be removed unless directed otherwise by that department’s Director.

The screenshot displays the 'ShiftMaker' software interface. The main window is titled 'ShiftMaker - Nursing Administration - Nursing Administration Sunday, January 31, 2010 - Saturday, March 13, 2010'. A dialog box titled 'In-Direct Assignment' is open, showing details for employee 'Barnes, Mary T.-MBARNE20'. The 'Staffer' field is populated with 'Barnes, Mary T.-MBARNE20' and the 'Schedule Date' is '2/6/2010'. The 'Shift Type' is set to 'In-Direct' with a category of 'Admin'. The 'Time Period' is from 8:00:00 AM to 4:00:00 PM, and the 'Paid Hours' are 8.000. The 'Cost Center' is 'C4801310313 NIGHTINGALE'. A dropdown menu for 'Rate Type' is open, showing options like 'AST Additional Straight Time', 'AVL Availability Call', and 'BL1 JHBMC LPN Work bonus M-F Day'. The background shows a staff tree on the left and a shift schedule grid on the right.

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For Non-Exempt Staff:

- For those employees working as drivers:
  - Click on the IN quick cut or right mouse click->Assign->Indirect to get to this pop up window.
  - Choose the category of Admin. You may enter a descriptor in the area above the category selection to further describe why this IN shift was inserted.
  - Enter the number of hours the employee worked as a driver.
  - In the pay rate section, click on the “Specify” button. Scroll down to the NPP Non-Productive Pay Rate.
  - Click OK.
  - If the employee has more than 40 hours of time entered for the week (excluding vacation, sick, or Free Holiday) you will see OT calculated for any hours greater than 40.
  - In the change reason popup, you can choose the reason “Weather Emergency” so this can be tracked and data gathered at a later time.



- For those employees who were “sleeping over” or remained on site to return for their next shift
  - Follow the above scenario for the **first continuous 24 hours** they were on site. Enter the NPP hours for those hours not spent actually working, but remaining on site.
  - For all hours worked after the initial 24 hour period, they should be paid REG for all hours they actually worked. For any additional 24 hour period after the initial 24 hours,

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bonuses should be paid by submitting the bonus amounts on a spreadsheet and sending them to [payproblems@jhmi.edu](mailto:payproblems@jhmi.edu). This cannot be entered into Nightingale.

\*Please note that HR considers each snow storm a separate event, therefore, each of these scenarios can be applied to each event.

Snow storm #1: Friday February 5, 7pm through Monday February 9 at 4pm

Snow storm #2: Tuesday February 9, 7pm through Friday February 12 at 7pm