

**RN INTERMITTENT FLOAT/FLEX POOL  
EMPLOYMENT AGREEMENT**

The following serves as an agreement between the undersigned nurse and the Lovell FHCC for participation in the RN Intermittent Float/Flex Pool Program.

Name: \_\_\_\_\_

I accept a temporary, intermittent position as a supplemental staff RN with the Captain James A Lovell Federal Health Care Center (FHCC). I understand my position will not exceed 30 September XXXX, but is subject to yearly renewal. My hourly salary is based upon an annual rate of \$ \_\_\_\_\_ (Nurse XXX, Step XXX) which translates to \$ \_\_\_\_\_/hour, plus evening or night differentials, and/or weekend premiums, when appropriate.

I understand that in this position I earn no benefits and am required to meet the time available requirement.

**ORIENTATION and COMPETENCY VERIFICATION:**

(1) Completion of the Basic Information Security Awareness Training will be completed no later than one week prior to the start date to facilitate accelerated issuance of the PIV computer access cards. Failure to complete this training may lead to withdrawal of the employment offer.

(2) All intermittent RN staff member must complete their initial orientation (not to exceed 120 hours with a goal of 100 hours or less) within 45 calendar days of the start date. Failure to do so may result in termination of the temporary appointment.

(3) Orientation will include, but is not limited to, the following: New Employee Orientation (NEO) – 2.5 days; Clinical Nursing Orientation (CNO) – 3 days; Prevention and Management of Disruptive Behavior; Mandatory/Competency Training; and Unit-Based training. NEO and CNO are expected to be taken as “core classes” during the first two weeks of employment. However, completion of the remaining activities offer a more flexible approach as long as they are completed within 45 days of the start date and do not exceed the 120 hour total (with a goal of 100 hours or less).

(4) Deficiencies noted in basic patient care competency during orientation that require additional training and/or remediation will result in termination of the intermittent RN float/flex pool appointment.

(5) You must be competent and possess active certifications (as required by unit) to be eligible to work on designated unit. Depending upon your clinical background, you may be eligible to work on more than one unit.

## SCHEDULING:

(1) The intermittent supplemental RN staff appointee may designate availability and scheduling preference based on availability. Intermittent RNs are expected (and scheduled) to be available for at least **48 hours per month** (4 twelve hour shifts, 6 eight hour shifts or some combination thereof [including but not limited to 10 hour shifts]) that totals 48 hours per month to include one weekend (defined as the period of time from midnight Friday to midnight Sunday). In addition, each intermittent RN must be available to work TWO holiday's per year—one winter (Thanksgiving, Christmas or New Years) and one summer (Memorial Day, 4<sup>th</sup> of July or Labor Day).

Hours may not be scheduled for more than 40 hours per week (Sunday through Saturday) without specific authorization from the Associate Chief Nurse. Overtime (1.5 of base hourly rate) will be paid for hours worked in addition to 8 consecutive hours or 40 hours per week. RNs will be hired to work a primary tour of duty (days, pm's, nights), but may opt to be available for additional tours of duty as well.

(2) Intermittent RNs will have their required 48 hours of monthly availability turned in to their supervisor by the 1<sup>st</sup> of the month prior to the month being scheduled. For example, hours for the month of June must be received by May 1<sup>st</sup>. If the 1<sup>st</sup> falls on a weekend or holiday, the scheduled hours are due on the last work day preceding the weekend or holiday.

(3) Nursing leadership reserves the right to cancel a request for work up to two (2) hours prior to the scheduled intermittent shift for any reason deemed necessary by management. In the event that an intermittent RN is scheduled to work on a particular unit and their services are no longer required, the RN will be reassigned to other units with commensurate skill set requirements. Reassignment is only acceptable if the designated RN has demonstrated the competencies and possess the required current certifications to provide safe patient care in that area. In the event the RN is not qualified or does not desire to support an alternate area, their shift will be cancelled.

(4) Full time staff will not be floated if an intermittent nurse is allowed to work on their unit, except under emergent conditions that would otherwise negatively impact safe patient care. In addition, the intermittent RN will not usually assume the charge nurse position. She/he will provide professional nursing services within the scope of practice outlined. If the unit staffing demands change after the intermittent RN has arrived for work and there are no other facility unit needs (or the intermittent RN is not competent to work on an alternate unit), the RN will be excused from his/her current duties and paid for the time worked.

(5) In an emergency situation, the employee may be asked to work in areas he/she has not been oriented, but only to perform nursing care duties for which competency has been verified. In such a situation, the Nursing Supervisor and/or Charge Nurse are responsible for orienting the nurse to the physical layout and processes specific to the unit.

CONTINUANCE OF APPOINTMENT/TERMINATION:

(1) The term of the temporary appointment is not to exceed the current fiscal year (01 October to 30 September). If the RN is hired during the fiscal year, the term of appointment is from the entry on duty (EOD) date until the last day of the fiscal year. For example, an RN hired on 15 May would have an appointment not to exceed 30 September. However, any intermittent RN hired between August 1<sup>st</sup> and September 30<sup>th</sup> will automatically have their temporary appointment expire the following September 30<sup>th</sup>. Employees who have not met the minimal work hour scheduling/expectations per month may not be offered a contract renewal at the beginning of the fiscal year.

(2) As this is a temporary appointment, employment may be terminated at any time at the will of the employer. Attendance will be considered a part of the performance standard. Poor attendance (no shifts scheduled or worked within a 3-month period, and/or three (3) cancellations of scheduled work, and/or three (3) declinations of requests to work during times designated as available) may be considered grounds for termination.

Record keeping and tracking of the number of shifts worked will be the maintained through the unit-based schedules.

I have received, and been provided the opportunity to review written instructions that outline my responsibilities with respect to scheduling, orientation, competency, and performance. I have had my questions answered to my satisfaction.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nurse Recruiter/HR Specialist

\_\_\_\_\_  
Date