

**PROCEDURE FOR: Certification Bonus**

- POLICIES:**
1. All registered nurses employed by the John Dempsey Hospital who possess professional nursing certification and who have been continuously employed by the Hospital for a minimum of two (2) years shall receive a one time certification bonus payment of five hundred dollars (\$500.00).
  2. All registered nurses employed by John Dempsey Hospital who become certified are eligible for the one time certification bonus payment effective the start of the first pay period in October and April following two (2) years of continuous employment by the Hospital and certification.
  3. Six weeks prior to the bonus payment dates of the first pay period in October and April, lists will be generated by Human Resources for completion by the Nursing Manager.
  4. Employees are responsible for notifying their Nursing Manager in writing when certification has been awarded or when certification lapses.
  5. If continuing education is needed to maintain certification, \$100.00 per year will be provided to each UHP employee who successfully maintains the certification. Employees will submit proof of continuing education to their managers, as part of the annual performance appraisal process.

**PROCEDURE:**

<u>ACTION</u>	<u>POINTS OF EMPHASIS</u>
1. The appropriate Nursing Manager is notified in writing by the employee when certification is awarded.  a. A copy of the certification award must accompany the notification.	1. At the time of hire, the Human Resources Department will determine certification status and document. If the nurse is certified, a copy of the award will be obtained and filed.
2. The Nursing Manager forwards the notification and certification to the Nurse Recruiter.	2. The notification and award are entered into the employee database and filed in the record of the employee.
3. Six weeks prior to the first pay period in October and April, a reminder memo and list of employees will be sent to the Nursing Manager for updating.	
4. The Nursing Manager must complete the updating process in one week so that the Payroll process can be completed in time for the payment in the first pay period of October or April.	4. If the process is not completed in a timely fashion, payment will be delayed.

**APPROVAL:** Nursing Administrative Council

**REFERENCE:** UHP Contract

**EFFECTIVE DATE:** 7/89

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REVISION DATE: 12/90, 12/94, 11/97, 10/00, 10/03, 6/06, 8/07, 3/09