

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL
NON-BUDGETED PERSONNEL REQUEST**

Effective Date:	October 2003	Policy No:	FI06
Cross Referenced:		Origin:	Finance
Reviewed Date:	04/09	Authority:	CFO
Revised Date:	08/05, 04/09, 9/13	Page:	1 of 2

SCOPE

All departments of Hackettstown Regional Medical Center (HRMC).

PURPOSE

To establish a process for the timely and efficient review of requests for personnel not approved during the annual budget process.

POLICY

It is the policy of Hackettstown Regional Medical Center to carefully monitor productivity, FTEs and compensation costs within the hospital. Administrative approval by the Non-budgeted Personnel Request Committee is required for non-budgeted increases in FTEs and/or compensation. Requests should demonstrate improved patient care, an increase in volume, revenue or department responsibilities or identify cost savings.

Membership – The Non-budgeted Personnel Request Committee members consist of the following: Chief Operating Officer, Chief Financial Officer, Chief Nurse Executive, Director of Human Resources and the Controller. The committee may take action if any two of the officers (CFO, COO or CNE) are present at the meeting.

Meetings – The Non-budgeted Personnel Request Committee will meet as needed. The Director of Human Resources, in coordination with the Controller, will prepare the meeting agenda. The Director of Human Resources, or a designated representative, will be responsible for taking minutes at the meeting and notifying Managers and Administrative Directors of actions taken at the meeting. Minutes of the meeting will be forwarded to the Budget and Reimbursement Department for tracking FTEs and expenses. Decisions on requests can also be made via email in lieu of a meeting.

PROCEDURE

- A. A Non-budgeted Personnel Request form (or equivalent) is completed by the Department Manager when one or more of the following is being requested:
 - a. Increased hours resulting in an increase in FTEs;
 - b. Change the pay grade of a position;
 - c. “Over hire” for an existing position;
 - d. Add staff to an existing position; and
 - e. Create a new position.

- B. The Manager will complete the “Statistical Data Support” portion of the form and review the request with the Controller and obtain the Controller’s signature.

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- C. Next, the Manager will obtain approval from his/her Administrative Director.

- D. The Manager will then review the request with the Director of Human Resources. Requests must be submitted one week prior to the Non-budgeted Personnel Request Committee meeting. A Performance Dialog Process tool must accompany requests for new positions.

- E. Department reorganization proposals and requests for additional or expanded services must be submitted to President’s Council for review and approval prior to submission to the Non-budgeted Personnel Request Committee. If the proposal is approved and requires additional staffing, those requests should be forwarded to the Non-budgeted Personnel Request Committee for tracking through the position control process.

REFERENCES

None