

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
CARDIO PULMONARY POLICY MANUAL  
CARDIOLOGY/ECHO PER DIEM POLICY**

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**Effective Date: January 2013**  
**Cross Referenced:**  
**Reviewed Date: 02/16**  
**Revised Date: 02/16**

**Policy No: 1.019**  
**Origin: Cardio Pulmonary**  
**Authority: Cardio/Pulmonary Manager**  
**Page: 1 of 2**

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**Scope:** All Per-Diem members of the Cardio-pulmonary Department.

**Purpose:** The purpose of the per diem employment classification is to provide flexibility to Cardiology/Echo Technicians who are either unable or do not desire to commit to a regular full-time or part-time position/work schedule.

**Requirements:** Per Diem Cardiology and Echo Technicians must maintain current BLS certifications for continued employment. In addition, employees must complete Cardio Pulmonary Department orientation before providing patient care. Per Diem employees must complete all hospital/department competency requirements according to time-frames established by the hospital/department, including the annual performance evaluation. Per Diem employees must adhere to all policies and procedures of Hackettstown Regional Medical Center.

**Commitment:** To maintain active per diem status, Cardiology and Echo Techs are required to work a minimum of two shifts per schedule and a minimum of 288 hours per calendar year. Per Diem Cardiology Techs are required to work one winter holiday (Christmas, New Year's or Thanksgiving) and one summer holiday (Memorial Day, Independence Day, or Labor Day) according to the needs of the department, per year. The Coordinators, in consultation with the Manager of Cardio- Pulmonary, may adapt these requirements to meet the needs of the department.

**Compensation:** Per Diem Cardiology and Echo Techs are compensated at a standard rate without regard to years of experience. The rate is based on a competitive market analysis and may or may not be subject to annual pay increases. In addition to the standard per diem rate, per diem employees are eligible for shift, weekend, and holiday differentials according to prevailing policies.

**Benefits:** Per Diem employees are eligible for the hospital's cafeteria discount; participation in employee activities; and the hospital's 403(b) retirement plan, according to the provisions of the plan.

**Work Schedule/Attendance:** The hospital is under no obligation to provide work and may modify work schedules according to hospital needs. However, when an employee agrees to a work schedule, the employee is expected to report for work as scheduled.

**Termination:** Employees who fail to meet the required per diem commitment and/or become inactive (no communication with Manager for greater than 90 days) will be automatically separated from employment. In order to be eligible for re-employment, per diem employees must provide at least a two-week notice when terminating from employment.

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**HACKETTSTOWN REGIONAL MEDICAL CENTER  
CARDIOLOGY/ECHO PER DIEM EMPLOYMENT AGREEMENT**

Employee \_\_\_\_\_ ID No \_\_\_\_\_

Department \_\_\_\_\_

Rate of Pay \_\_\_\_\_ Differentials: Evening \_\_\_\_\_ Nights \_\_\_\_\_ Weekends \_\_\_\_\_

**Work Schedule: Please circle shift and days available**

Hours Per Shift	Shift	Days
12-Hour Shifts	Days	Sunday Monday Tuesday Wednesday Thursday Friday Saturday
8-Hour Shifts	Days	Monday Tuesday Wednesday Thursday Friday

***Agreement***

I have received a copy of Hackettstown Regional Medical Center’s Cardiology and Echo Per Diem Employment policy. I understand and agree to the terms and expectations outlined in the policy. I understand that the policy constitutes the entire terms of the agreement with respect to the subject matter of the agreement and supersedes all prior negotiations and understandings, written and oral, with respect to the agreement. I realize that no provisions of this agreement may be waived, terminated, modified or amended orally but only by an agreement in writing duly executed by all of the parties.

I understand that I am an at-will employee of the hospital and may terminate my relationship at any time. If I elect not to continue in this employment classification, I understand that the hospital may or not be able to, nor is obligated to, offer me another position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director  
Revised 02/2016

\_\_\_\_\_  
Date

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