

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>1199 Recruitment and Retention Supplement</b>	PAGE <u>1</u> OF <u>4</u>
	NUMBER: 35-PAY-07
RULE/CODE REFERENCE:	SUPERSEDES: 35-PAY-07 dated 11/29/13
RELATED ACA STANDARDS:	EFFECTIVE DATE: December 1, 2014
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish standard procedural guidelines for the management of a recruitment and retention supplement for specific SEIU/District 1199 classifications.

**III. APPLICABILITY**

This policy applies to specific classifications as listed in the SEIU/District 1199 collective bargaining agreement that provide clinical services within a correctional institution for the Bureau of Medical Services or the Bureau of Behavioral Health Services within the Department of Rehabilitation and Correction.

**IV. DEFINITIONS**

**Recruitment Retention Supplement Committee** - A four member panel comprised of the Managing Director of the Office of Correctional Health Care (OCHC), the Chief of the Bureau of Behavioral Health Services (BOBHS), the Chief of the Bureau of Labor Relations or designee and the OCHC Nursing director. This committee shall have the sole authority to make official recommendations to the Managing Director of Organizational Development regarding the application of the recruitment and retention supplement.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to equitably administer a recruitment and retention supplement so qualified licensed professionals represented by SEIU/District 1199 will be attracted and retained within the Department's clinical positions.

**VI. PROCEDURES**

A. Recruitment and Retention (R&R) supplementation can be considered for:

1. Specialties – Positions requiring advanced licensure and/or certification for which ongoing recruitment efforts have failed.
2. Education – A higher level of education than is minimally required for the position such as a certified nurse practitioner in a nurse 1 position.
3. Geographic – A highly competitive geographic location where ongoing recruitment efforts have failed.
4. Vacancy – A chronic critical vacancy rate that has existed despite ongoing recruitment efforts.
5. Shift – A chronic critical vacancy rate related to a specific shift or schedule despite ongoing recruitment efforts.
6. Experience – A newly hired person who has considerable years of previous experience in a position for which ongoing recruitment efforts have failed.

B. Requests for R&R Supplements

1. The Appointing Authority from an institution, Managing Director of OCHC or designee or the Chief of BOBHS or designee can initiate a supplement request by completing a Recruitment and Retention Supplement Application (DRC5515) and submitting it to the R&R Supplement Committee for consideration. Applications from other sources shall not be processed.
2. Applications must include at a minimum:
  - a. A written justification related to one or more of the types of supplement noted above.
  - b. Attachments with evidence of ongoing recruitment efforts.
  - c. Salaries for comparable positions in the surrounding job market
  - d. A list of all positions within the institution to be considered for supplementation under the justification used for the application.

3. Completed applications must be submitted to the Managing Director of OCHC or designee or the Chief of BOBHS or designee as appropriate for presentation to the R&R Supplement Committee.
- C. Members of the R&R Supplement Committee shall review requests as needed to process the supplement applications. The committee shall review the factors included in the justification as well as all other submitted documentation.
1. If the committee denies the supplement application it will be returned to the Appointing Authority with the reason for denial marked on the form.
  2. If the committee recommends the supplement, the supplement application form shall be forwarded to the Managing Director of Organizational Development for final approval. The recommendation will include the total percentage of supplementation and a breakdown of the reasons for supplementation. The total percentage of supplementation cannot exceed 25 percent of the base salary.
  3. Pursuant to the collective bargaining agreement between the State of Ohio and District 1199/SEIU, DRC shall provide the Union notice and an opportunity for discussion prior to the implementation of a supplement.
  4. Approved supplement applications shall be returned to the chief of the Bureau of Labor Relations or designee who will keep all approved forms on file and distribute the form to the appointing authority and the Managing Director of OCHC or designee and the Chief of BOBHS or designee. The institution shall generate a Personnel Action Form (DRC4100), attach the approved Recruitment and Retention Supplement Application (DRC5515) and process the personnel action.
- D. Supplement Discontinuation/Suspension
1. The R&R Supplement Committee may periodically review approved supplements to determine if they should be discontinued. If it is determined that a supplement will be discontinued the effected employee shall be notified in writing 60 days prior to the discontinuation.
  2. When an employee moves out of a position that was receiving the supplement, the supplement shall be discontinued at the same time the employee moves out of the supplemented position. The Managing Officer or designee at the institution shall submit the Recruitment and Retention Supplement Application (DRC5515) to document the removal of the supplement from the employee.
  3. Employees with an approved supplement shall only receive the supplement for hours worked, approved administrative leave, vacation hours, personal leave, compensatory time, and sick leave. The supplement shall be suspended if the employee is off work for any other type of leave. This shall be accomplished by the payroll officer at the institution suspending the supplement on the pay screen and reinstating it when the employee returns.

- E. Due to the nature of grievances which may result from the application of a supplement, these grievances shall be filed directly at step 3.
  
- F. The R&R Supplement Committee shall file a report with the Office of Collective Bargaining in September of each year containing data that shows the scope of recruitment and retention problems as well as data regarding the purpose and location of supplement usage.

**Related Department Forms:**

Personnel Action Form	DRC4100
Recruitment and Retention Supplement Application	DRC5515