



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH SERVICES
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DIVISION OF MENTAL HEALTH SERVICES
ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM

DATE ISSUED: February 28, 2007

EFFECTIVE DATE: March 17, 2007

REVISED: December 3, 2007

SUBJECT: Administrative Bulletin 4:23
Temporary Employment Services of Pool Nurses

The attached Administrative Bulletin has been revised to include language for paying the holiday rate. This Bulletin is being forwarded for your review, action if necessary, distribution to staff as appropriate, and retention in your Administrative Bulletin manual. Please be advised that each recipient of this Bulletin is responsible for being familiar with the content and ensuring that all affected personnel adhere to it. Also attached is a revised Administrative Bulletin Index for your Manual.


Kevin Martone
Assistant Commissioner

KM:pjt
Attachment

**Division of Mental Health Services
Administrative Bulletin 4:23
Revised 12/3/07**

Subject: Temporary Employment Services of Pool Nurses

I. Policy

The State Psychiatric Hospitals may utilize Temporary Employment Services for the purpose of hiring nurses to supplement existing staff to meet their minimum standards and/or to reduce overtime.

II. Scope

This Policy applies to all Psychiatric Hospitals for the following titles:

- a. Registered Nurse
- b. Licensed Practical Nurse
- c. Assistant Director of Nurses

III. Procedure to Establish Hourly Rate

The Division shall have only two (2) rates for each, RNs and LPNs.

•For Registered Nurses (RN)

The weekly rate will be **\$35** per hour for all shifts during this time period.
(Starts on Monday evening shift at approximately 3:00 pm through to Friday evening shift at approximately 3:00pm.)

The weekend/Holiday rate will be **\$45** per hour for all shifts during this time period.
(Start on Friday evening shift at approximately 3:00 pm through to Monday evening shifts at approximately 3:00 pm)

•For Licensed Practical Nurses (LPN)

The weekly rate will be **\$22** per hour for all shifts during this time period.
(Starts on Monday evening shift at approximately 3:00 pm up to Friday evening shift at approximately 3:00pm)

The weekend/Holiday rate will be **\$26** per hour for all shifts during this time period.
(Start on Friday evening shift at approximately 3:00 pm up to Monday evening shifts at approximately 3:00 pm)

•For Administrative Nurse - Assistant Director of Nurses (ADON)

The Administrative Nurse rate will be \$45 per hour. This rate is the same for all shifts, seven days a week/Holidays.

1. Applicants shall be notified that the hourly rate of pay they will receive is not the hourly rate that they would receive if they are placed into full time or part time position.
2. Applicant will go through the normal orientation program when employment commences in their status as Temporary Employment Services.
3. All Temporary Employment Services employees shall adhere to all hospital policies.
4. RNs and LPNs shall work a minimum of 24 hours in one week or 48 hours in a pay period.
5. Employees shall not work more than 16 hours continuously. If employees have worked 16 hours continuously, they shall be required to have a break of at least 8 hours between the time they end their shift and begin another shift.
6. Every pay period, hospital administration shall submit to Office of Human Resources a Special Services report which shall indicate the title being used, dollars paid, and hours being worked for all Temporary Services Employment employees.
7. Management reserves the right to make changes or to revise this policy as necessary.

12/17/07

Date



Kevin Martone, Assistant Commissioner

Ln:TESdrs