Policy Overview

RWJBarnabas Health (RWJBH) employees may perform service (work) at more than one RWJBH location. Formerly known as concurrent employment, this opportunity for employees has been renamed “Working at More Than One RWJBH Location”. An employee may only have one (1) employer within the RWJBH system, referred to as their primary employer. Any extra hours worked at all locations is paid through the employee’s primary employer. This is to ensure that all hours worked for the system are maintained by one employer.

This policy is applicable to all full time, part time and per diem RWJBH employees. Employees cannot hold more than one position within the RWJBH system.

Purpose:
1. Ensure compliance with obligations under the Fair Labor Standards Act and New Jersey Wage and Hour Laws.

2. Facilitate cost-effective and efficient consolidated payroll practices.

Except to the extent inconsistent with an applicable collective bargaining agreement, the following components of the policy shall apply to employees who work at multiple RWJBarnabas Health affiliates.

Wages and Overtime
1. Employees shall be paid for all hours worked at any RWJBarnabas Health location through their primary employer’s payroll. All hours worked at any location will be charged back to the appropriate location.

2. For non-exempt staff, overtime shall be calculated utilizing a weighted average (i.e. “blended rate” of pay) in accordance with 29 C.F.R. §§ 778.109, 778.115.

3. For exempt staff working excess hours in exempt positions, all extra hours are paid at the assigned hourly rate they receive in their primary job role. Extra hours will be paid by the primary employer and costs will be charged back to the appropriate location.

4. For exempt staff working extra hours in non-exempt positions that exceed 20% of their exempt hours, extra hours are paid at time and one-half of the “assigned hourly rate” of pay. For example, a Nurse Educator who is exempt, may only work up to 20% of the employee’s time in a non-exempt role without triggering the overtime provisions.
Benefits

1. For employees who are benefit-eligible from their primary employer, the employee’s primary employer will be responsible for all health and welfare benefits, pension benefits, and time-off benefits costs.

2. For employees who are not benefit eligible with their primary employer but become benefits eligible by working at another location, the employee will receive all health and welfare benefits, pension benefits, and time off benefits through the primary employer. The primary employer will charge back 50% of the benefit costs to the other location(s).

3. The primary employer, or its designee, will administer all statutory leave benefits.

Social Security

FICA taxes will be deducted in accordance with applicable laws by the primary employer. Employer FICA is paid by the primary employer and charged back to the appropriate location(s).

Important information about working at more than one RWJBH location

Please note the following:

1. Employees who are interested in working at more than one location:
   a. Are required to be in good standing without any counseling or discipline in the most recent 12 months. This will be validated by the primary employer’s leader and/or Human Resources (HR).
   b. May contact HR for information and assistance prior to seeking or agreeing to working in more than one location

2. An RWJBH employee who desires to work in more than one location IS NOT deemed a new hire. Thus, employees who work at more than one location are NOT required to:
   a. receive Corporate Care or Employee Health approval. If there is information needed or action to be taken related to Corporate Care or Employee Health, Corporate Care or Employee Health will contact the respective employee directly.
   b. have a drug screen or physical prior to commencing work at an additional location
   c. have a background check completed prior to work at an additional location

3. All employment records are maintained by HR at the location of the primary employer.

4. Paid Time Off (PTO)/Vacation/ Personal Days/Holidays/Sick time (as applicable) may NOT be used in order to work at another location. If an employee is on a leave of absence, they are unable to work at other location(s).

5. Employees working at more than one location will:
   a. have one RWJBH Employee Identification Number.
   b. be required to have and wear a location-specific identification badge.
   c. receive their annual performance appraisal from their primary employer leader.

6. Prior approval must be received through HR before working extra hours at a location other than their primary employer.

7. The work performed at other locations must not interfere with the performance and/or work schedule of the employee’s duties at their primary employer.
8. If an employee resigns or is separated from their primary employer, they will no longer be in a status which identifies the employee as working at more than one location. The employee would need to formally apply to a vacant, posted position to be considered for re-employment at RWJBH.

Other Employment

RWJBH employees may not be employed to work at any RWJBH affiliate/facility by a temporary staffing agency or via independent contract. RWJBH employees may only work at another affiliate/facility through the arrangement outlined in this policy.

Exception Protocol

Exceptions to this policy must be approved by the RWJBH system Chief Human Resources Officer (CHRO).

**Appendix**

Human Resources Team Information

Below are identified responsibilities and actions to create a multi-location work status for an individual employed who would like to work extra hours at a location other than their primary employer:

1. Employee
   a. Speaks with the department leader at the other location(s) to further review the opportunity to work extra hours.
   b. Before starting to work extra hours, the employee is to inform their primary employer leader that they will be working at more than one location.

2. Multi-location Leader/Manager
   a. Informs HR they would like to have an employee from another location work extra hours in their department. It is preferred that HR receives this notification at least 48 hours in advance.
   b. Schedules any necessary orientation at the site they are working extra hours and validates competencies needed for the respective role.

3. Human Resources:
   a. Coordinates and effectuates all requests for employees to work extra hours at locations other than their primary employer. HR strives to ensure requests to effectuate this status are expedited in a timely and efficient manner, provided no further information is needed.
   b. Confirms the employee has the required credentials and experience for the role at the additional location either through confirmation with primary employer (location) HR team or leader or via completion of a background check.
   c. Checks references with the HR team of the primary employer (location) to ensure employee is in good standing and eligible to work extra hours.
d. HR at other location than primary employer will inform the appropriate parties once the reference and eligibility to work extra hours at an additional location has been confirmed.

e. HR team at primary employer initiates multi-location work status in PeopleSoft (PS) once contacted by HR team member at other location. This identifies that the employee has a primary employer (location) and is working extra hours at another location. A job aid is available to guide the HR team in completing this status update action in PS.

f. HR and Security will work together at the location where the employee is working extra hours to coordinate the creation and distribution of any ID badges and necessary employee parking arrangements. If the employee does not pay for parking at their primary employer (location) they will not be charged for parking at the other location(s) they are working.

4. **Primary Employer (Location) Leader/ Manager:**

a. Is informed by the employee of the plan to work extra hours at another location

b. Will initiate the CAM request to support the access needs required for their employee to work extra hours at another location. This will need to be completed prior to the employee starting to work the extra hours.

**Example of an employee working at more than one RWJBH location**

Chris is already working as a part time Unit Secretary in the Oncology Unit at Location A. Location A is the primary employer (location). He learns that there are available hours to work as a Unit Secretary in the ICU department at Location B. Below is an example of key components of the process for an employee to work extra hours at a location other than their primary employer (location):

- Chris expresses interest in working extra hours with the ICU leader at Location B. Location B ICU leader speaks with Chris and discuss the opportunity, responsibilities, and/or competencies needed to work the extra hours.
- Location B ICU leader informs Location B HR of an interest to have Chris work extra hours in the ICU as a Unit Secretary at Location B.
- Location B HR team partners with the HR team at Location A to complete a reference check, confirm any required education and/or credentials and eligibility criteria to work extra hours at another location.
- Location B HR contacts Chris to offer the opportunity to work extra hours at Location B and discusses salary, ID badge and parking arrangements.
- Chris accepts the opportunity to work extra hours at Location B. The employee’s status is changed in PS by HR. The PS employee record will indicate Location A as the primary employer - noted as Employee Record 0 and the multi-location where Chris is working extra hours is noted as Employee Record 1 with the location identified. If Chris were to work extra hours at additional RWJBH locations this is noted as Employee Record 2, 3, etc., as appropriate.
- Location A leader is informed by Chris of the plan to work extra hours at another location.
- Location A leader completes CAM request for Location B leader; collaboration to complete the CAM may be needed between Location A and Location B leaders with consultation from HR.
- Chris begins working extra hours at Location B.
• Chris will receive one paycheck for all hours worked at Locations A and B from Location A; the primary employer.
• Chris’ annual appraisal and all required completion of competencies/mandatories are managed and validated by the Location A leader.
• As Chris is in a non-exempt role, overtime will be paid for any hours worked over 40 hours/week.