

**SECRETARY OF BUDGET AND MANAGEMENT
SALARY GUIDELINE AND PROCEDURE**

REGISTERED NURSE RETENTION AND ATTENDANCE BONUS PROGRAM

Effective January 1, 2018 – December 31, 2020

I. Purpose

This bonus program is designed to enhance the retention and attendance of registered nurses who provide reliable quality skilled nursing services within the State Personnel Management System by offering a bonus of up to \$3,000 in calendar years 2018, 2019 and 2020.

II. Scope

This bonus shall apply only to qualified registered nurse employees. A qualified registered nurse is a non-temporary employee who holds a classification listed in Appendix A of this document who:

1. Has been a permanent State of Maryland employee for the entire “measurement period”, which is defined as the quarter that precedes the payment of the bonus. The measurement periods are: January – March; April – June; July – September; and October – December; and
2. Meets the eligibility requirements under Section III below.

The bonus shall not apply to:

1. Current temporary (contractual or emergency) or agency employees; or
2. Employees who fail to meet the eligibility requirements under Section III below.

III. Bonus Eligibility and Payment

1. A bonus in the amount of \$750 per measurement period will be paid to a qualified registered nurse who:
 - a. Has an overall Satisfactory or above rating on the employee’s most recent end-cycle PEP (or in the case of new employees, on the employee’s 90-day evaluation or Probationary Evaluation form);
 - b. Has received no disciplinary action beyond a written reprimand in the measurement period; and
 - c. Has no more than two (2) occurrences of undocumented, unscheduled absence in the quarterly measurement period.

NOTE: An “occurrence” is a period of time that is unbroken by actual hours worked (e.g., an employee’s absence that spans two full days or part of a day into a second full day is one occurrence, whereas an employee’s absence on one day, followed by actual hours worked, and another absence would be considered two separate occurrences). An occurrence may consist of less than a full day’s absence.

2. The retention and attendance bonus will be paid only to employees who are in active employment status at the time the bonus payment is processed.
3. If an eligible employee transfers from unit to another during the measurement period, the employee's current unit will pay the bonus if the employee qualifies for it.

Notes:

1. Bonuses will be prorated for part-time employees.
2. A payment made pursuant to the Registered Nurse Retention and Attendance Bonus will affect the regular rate of pay for the purposes of calculating overtime for FLSA non-exempt employees. A new hourly rate must be calculated to include the full amount of the bonus. The difference between the recalculated rate and the normal base rate must be applied to any overtime worked during the measurement period.
3. Neither Family Medical Leave Act qualifying leave nor absences due to approved accident leave may be considered when calculating occurrences in determining an employee's eligibility for a bonus pursuant to the Registered Nurse Retention and Attendance Bonus Program.

IV. Funding

The State of Maryland shall fund the Registered Nurse Retention and Attendance Bonus Program for calendar years 2018, 2019 and 2020.

V. Payroll Procedures

1. Payment of the bonus shall not be subject to retirement deductions.
2. The bonus shall be entered in the Statewide Personnel System within 30 calendar days from the close of the measurement period.

VI. Audit

Agencies are expected to maintain adequate records for all bonuses paid. Records of bonuses paid shall include the time period for which the bonus was made, the number of undocumented, unscheduled absences in the measurement period, verification that the employee met the PEP and disciplinary action criteria, and the amount of the bonus paid. Agency records will be subject to audit by the Department of Budget and Management and agency internal auditors.

VII. Authority

Annotated Code of Maryland, State Personnel and Pensions Article, Title 3, Section 3-502(a).

Approved:

David Brinkley
Secretary
Department of Budget and Management

**NURSING RETENTION AND ATTENDANCE BONUS PROGRAM
QUALIFYING CLASSIFICATIONS**

Assistant Director of Nursing
Assistant Director of Nursing Medical
Assistant Director of Nursing Perkins
Assistant Director of Nursing Psychiatric
Clinical Nurse Specialist
Clinical Nurse Specialist Medical
Clinical Nurse Specialist Perkins
Clinical Nurse Specialist Psychiatric
Community Health Assistant Director of Nursing
Community Health Assistant Director of Nursing I
Community Health Assistant Director of Nursing II
Community Health Nurse I
Community Health Nurse II
Community Health Nurse Program Manager
Community Health Nurse Program Supervisor
Community Health Nurse Supervisor
Community Health Nurse Psychiatric
Director of Nursing
Director of Nursing Medical
Director of Nursing Perkins
Director of Nursing Psychiatric
Health Facilities Surveyor Nurse I
Health Facilities Surveyor Nurse II
Home Health Nurse
Home Health Nurse Supervisor
Medical Services Reviewing Nurse I
Medical Services Reviewing Nurse II
Medical Services Reviewing Nurse Supervisor
MSD Registered Nurse
Nurse Practitioner Psychiatric MDH
Nurse Practitioner/Midwife I
Nurse Practitioner/Midwife II
Nurse Practitioner/Midwife Supervisor
Nursing Education Supervisor
Nursing Education Supervisor Perkins
Nursing Instructor
Nursing Instructor Perkins
Nursing Program Consultant/Administrator I
Nursing Program Consultant/Administrator II
Nursing Program Consultant/Administrator III
Nursing Program Consultant/Administrator IV
Registered Nurse
Registered Nurse Perkins
Registered Nurse Charge
Registered Nurse Charge Medical
Registered Nurse Charge Perkins
Registered Nurse Charge Psychiatric
Registered Nurse Manager Medical
Registered Nurse Manager Perkins
Registered Nurse Manager Psychiatric
Registered Nurse Quality Improvement Medical
Registered Nurse Quality Improvement Psychiatric
Registered Nurse Supervisor
Registered Nurse Supervisor Medical
Registered Nurse Supervisor Perkins
Registered Nurse Supervisor Psychiatric
Respiratory Care Nurse

NURSING RETENTION AND ATTENDANCE BONUS APPLICATION FORM

_____ Agency Budget Code _____ PIN _____

Qualifying Classification: _____

Employee Name: _____

Employee Identification Number: _____

_____ Amount of Bonus _____ Date of Bonus Payment _____

I certify that _____ has no more than 2 undocumented, unscheduled absences during the measurement period from _____ to _____.

Dates of Unscheduled Absences: _____ ; _____ .

Agency Payroll/Timekeeping Authorization

I certify that the employee has met all the requirements of the bonus program.

_____ Signature of Appointing Authority _____ Date _____