



# Saint John of God Kerry Services

Hospitality - Compassion - Respect

24

## Approval, Booking, Sign In and Payment of Agency Staff Policy and Procedure

Saint John of God Kerry Services

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# Policy and Procedure

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It is the policy of Saint John of God Kerry Services to ensure that the appropriate numbers of staff, in line with the roster to meet the needs of the service user, are on working on each given week. The cost associated of securing services of Agency Staff is acknowledged as an additional expense and in light of value for money must only be used in extenuating circumstances.

## 1. Approval for Securing Staff working additional Hours/Relief/Agency Staff

- 1.1. Additional hours/relief/Agency staff must be approved by the relevant CNM3, Programme Manager and in their absence the Operations Manager or General Manager prior to any hours being booked in each area.
- 1.2. Unit Heads/Supervisors will submit rosters to the CNM Ills/Allocations Officer/ relevant Co-ordinator 15<sup>TH</sup> of current month for upcoming month.
- 1.3. In the event of unplanned absence of the Unit Heads/Supervisors e.g. sick leave it is the responsibility of the Person in Charge to delegate to an appropriate staff member to ensure rosters are submitted within the time frame.
- 1.4. On the roster it will be noted the shifts they need to have filled by either additional hours/Relief Staff or Agency Staff.
- 1.5. Each Co-ordinator as well as the Allocations Officer has access to the Staff Allocation shared folder [\\traleesvr1\StaffAllocation](#).
- 1.6. The Allocations Officer/relevant Co-ordinator will record all shifts requested to be covered for the period in question on the Relief/Roster Fill Sheet which will be held in the Staff Allocations shared folder (see Appendix 1).
- 1.7. In the absence of the Allocations Officer the Person in Charge is responsible to ensure all shifts requested are recorded on the Relief/Roster Fill Sheet which will be held in the Staff Allocations shared folder [\\traleesvr1\StaffAllocation](#).
- 1.8. The Allocations Officer/relevant Co-Ordinator will ensure hours requested and hours approved are accurately recorded on the Relief/Roster Fill Sheet for their area of responsibility.
- 1.9. The Roster Fill Sheet will clearly distinguish between staff working extra hours, Saint John of God Relief Staff and Agency staff.

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- 1.10. In the event of an emergency or in unforeseen circumstances any additional extra hours, Relief/Agency staff required must be approved by the Director of Nursing/Programme Manager and in their absence the Operations Manager or General Manager before booking same. These additional requirements will then be updated on the Relief/Roster Fill Sheet in order that the total extra cover is included each week.

## **2. Updating Staff Relief/Roster Sheet for actual cover used in the Previous Week**

- 2.1 Each Monday the Allocations Officer/relevant Co-ordinator will ensure the Staff Relief/Roster sheet is up-to-date capturing all relief used in the previous week i.e. staff extra hours, Saint John of God Relief & Agency used in each location in the previous week is included.
- 2.2 In The absence of the Allocations Officer the Person in Charge will ensure the Staff Relief/Roster sheet is up-to-date capturing all relief used in the previous week i.e. staff extra hours, Saint John of God Relief & Agency used in each location.
- 2.3 The Allocations Officer/relevant Co-ordinator will analyse the reasons for the extra hours Relief/Agency cover required in each location entering the hours in the appropriate column e.g. sick leave, maternity leave etc.
- 2.4 The Finance Officer will collate the Relief/Agency information for Kerry Services which will form the basis for charging of Relief hours to each location each month.

## **3. Booking Agency Staff**

- 3.1 The Allocations Officer/relevant Co-ordinator will book approved shifts being requested through the relevant agency for them to fill.

## **4. Payment of Agency Staff**

- 4.1 Upon receipt of Invoice, Accounts Department will forward invoices to PIC/Allocation Officer and Programme Managers for approval before payments are processed.

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## Appendix 1

### Relief/Roster Fill Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC			
1	UNIT:	Week Beginning																													
2	UNIT: Chalets	Hours Granted/Booked										Cover Reason - Number of Hours																			
3		Hours Requested						Hours Granted																							
4	<b>Sunday</b>	Current Staff Rostered	From	To	Total Hours	Reasons for request	Allocated Relief Staff	SJOG Staff Extra Hours Granted	Extra Relief Staff Granted	Agency Staff Granted	Staff Allocated/Granted	Annual Leave	Paid Sick L	Unpaid Sick Leave	Mat/Leave	6.00 - 10.00	Parental Leave	Training	39/37.5 Hour Vacancy	Compassionat Leave	Hospital Cover	<b>TOTAL</b>									
5	Day Shifts																														
6																															
7																															
8																															
9	Evening shifts																														
10																															
11																															
12																															
13	<b>Total Req</b>				0.00	<b>Total Granted</b>	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
14	UNIT:	Week Beginning																													
15		Hours Requested										Hours Granted										Cover Reason - Number of Hours									
16	<b>Monday</b>	Current Staff Rostered	From	To	Total Hours	Reasons for request	Allocated Relief Staff	SJOG Staff Extra Hours Granted	SJOG Relief Staff Granted	Agency Staff Granted	Staff Allocated/Granted	Annual Leave	Paid Sick L	Unpaid Sick Leave	Mat/Leave	6.00 - 10.00	Parental Leave	Training	39/37.5 Hour Vacancy	Compassionat Leave	Hospital Cover	<b>TOTAL</b>									
17	Day Shifts																														
18																															
19																															
20																															
21	Evening shifts																														
22																															
23																															
24																															
25	<b>Total Req</b>				0.00	<b>Total Granted</b>	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
26		Cover Reason - Number of Hours																													
27		Hours Requested										Hours Granted										Cover Reason - Number of Hours									
28	<b>Tuesday</b>	Current Staff Rostered	From	To	Total Hours	Reasons for request	Allocated Relief Staff	SJOG Staff Extra Hours Granted	SJOG Relief Staff Granted	Agency Staff Granted	Staff Allocated/Granted	Annual Leave	Paid Sick L	Unpaid Sick Leave	Mat/Leave	6.00 - 10.00	Parental Leave	Training	39/37.5 Hour Vacancy	Compassionat Leave	Hospital Cover	<b>TOTAL</b>									
29	Day Shifts																														
30																															

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