

Shuman Juvenile Detention Center

PER DIEM Work Status

- 1. The PER DIEM employee DOES NOT RECEIVE and IS NOT ELIGIBLE FOR health-related insurance benefits, regardless of the number of hours worked.**
- 2. The staffing office will contact the PER DIEM employee with the dates that need to be staffed and the employee will call back within 48 hours to discuss her/his available work dates and shifts.**
- 3. The PER DIEM employee cannot withdraw availability for the days, hours and shifts to which she/he has committed to work, unless due to dire verifiable emergency situation. The PER DIEM employee may switch to another day or shift, but only if there is availability. The PER DIEM employee MUST make every effort to work her/his shift.**
- 4. PER DIEM employees will choose from one of the four PER DIEM Levels:**

Level 1	4 Hours to 16 Hours Per Week
Level 2	16+ Hours to 28 Hours Per Week
Level 3	28+ Hours to 38.75 Hours Per Week
Weekend Level	4 Hours to 38.75 Hours Per Week
- 5. A Retirement Deduction is required for all earned wages. Should an employee leave Allegheny County employment, the money deducted would be returned to the employee. An employee will be a vested member of the retirement system after eight (8) calendar years of employment. Should a PER DIEM employee apply to become a full time Shuman Center employee, those years working as a PER DIEM employee will count towards an employee's retirement. All employees, both PER DIEM and Full or Part-time employees, are vested members of the retirement system after eight (8) calendar years of employment and at the start of employment have the option of waiving retirement deductions for the first six (6) months of service.**
- 6. Registered Nurse PER DIEM employees will not be eligible for union representation during the first six (6) months; however, union recognition and a union fee will apply to any Registered Nurse PER DIEM who works over 650 hours.**
- 7. PER DIEM Staff will be cancelled before any regular full- or part-time staff is cancelled, and after all agency staff is cancelled.**

8. Should the PER DIEM employee not show up for a scheduled shift or not call off to the staffing office (NO CALL/NO SHOW), the PER DIEM employee automatically will be terminated from the program.

9. PER DIEM employees' worked holiday time will be compensated at time and a half for the following holidays:

**New Years' Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day**

10. Current Shuman Center full-time (40-hour per week) employees are not eligible to work PER DIEM in addition to their regular work hours.

11. FREE Meals and FREE Parking are provided.

01/08/2008