

STANDARD OPERATING PROCEDURE- GUIDELINES

CHRISTUS ST. VINCENT CALL PAYMENT PROCESS

PURPOSE:

To Outline the guidelines for payment for those who work shifts at Christus St. Vincent. CSV shifts are to only be scheduled on personal, unscheduled time. Those who wish to take call must schedule directly with CSV.

Payment for CSV L&D coverage shifts:

CSV L&D coverage will be paid at the rate of \$1,250/shift (1 shift = 12 hours) based on the following guidelines

- Every shift is compensated; reimbursement will take place monthly. Compensation may be taken in the following ways:
 - Cash payment on regular paycheck.
 - The amount accrued may be transferred to the faculty member’s FOM account. All regular FOM rules apply to any amount transferred.
 - If faculty wish to utilize the FOM option they must notify administration when their monthly confirmation email is sent. Otherwise, the amount will be paid out on the subsequent paycheck.

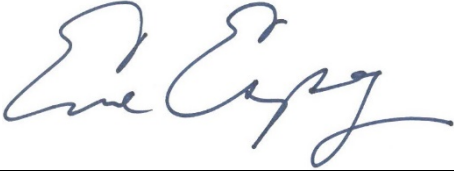
PROCEDURE:

- The faculty member will schedule their shifts directly with CSV and report shifts worked directly to the UNM Scheduling Coordinator.
- Shifts are processed and billed the 3rd of every month. Therefore to ensure proper payment, providers must report their shifts within 48 hours of shift completion. If shifts are reported after the billing has been processed, the department will make every effort to amend the billing. However payment to the provider cannot be guaranteed.
- The UNM Scheduling Coordinator will enter shifts into QGenda.
- The staff member who is processing the NSPs will pull the CSV call data from QGenda at the end of each month.
- The number of shifts for the month will be totaled. The rate of compensation will be paid to faculty by via Non-Standard Pay form, which will be processed on a monthly basis.

APPROVALS:

SOP Owner:	Sarah T. Martinez	Date: 6/3/2021
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Chair Approval:		Date: 6/7/2021
Effective Date:	June 7, 2021	