Northwest Staffing Network – Per Diem Staffing Policy

1. Purpose

The purpose of this policy is to establish clear expectations and requirements for all Per Diem staff employed by Northwest Staffing Network. This ensures consistent staffing support, workforce reliability, and compliance with all credentialing and regulatory standards.

2. Scope

This policy applies to all Per Diem employees working for Northwest Staffing Network across all departments, specialties, and contracted facilities.

3. Per Diem Status

Per Diem staff are individuals who work on an as-needed basis without a guaranteed number of hours. Per Diem employees are expected to maintain active status by meeting the minimum scheduling and compliance requirements outlined in this policy.

4. Minimum Shift Commitment

To maintain active Per Diem status, employees must:

- Work a **minimum of 9 shifts within the first 90 days of employment. Additionally, average 2 shifts per month after the probation period.**
- Meet any additional scheduling expectations required by specific contracted facilities, if applicable.
- Provide availability in a timely manner and follow scheduling guidelines established by Northwest Staffing Network.

Failure to meet the minimum shift requirement for two consecutive months may result in review of employment status, corrective action, or removal from the active Per Diem roster.

5. Credentialing and Compliance Requirements

All Per Diem staff must:

- Maintain current and valid credentials, licensure, and certifications required for their role (e.g., state licensure, BLS, ACLS, specialty certifications).
- Submit updated credentials prior to the expiration date to prevent delays in scheduling or active-status suspension.

- Complete any mandatory training, annual competencies, health screenings, and continuing education required by Northwest Staffing Network or contracted client facilities.
- Notify the Credentialing Department immediately of any changes to license status, disciplinary action, or other compliance concerns.

Failure to maintain current credentialing may result in temporary suspension from the schedule until requirements are satisfied.

6. Responsiveness and Communication Expectations

Per Diem employees are expected to:

- Respond promptly to communications related to scheduling, credentialing, or compliance requirements.
- Acknowledge and complete requested documentation, forms, or updates within the required timeframes.
- Provide timely notice if unavailable for scheduled shifts or unable to meet stated commitments.

Consistent non-responsiveness may lead to corrective action or removal from the active Per Diem roster.

7. Attendance and Reliability

Per Diem staff must:

- Arrive on time and complete assigned shifts as scheduled.
- Follow call-off procedures, including required advance notice and communication with the Scheduling Department.
- Maintain professional standards and performance expectations consistent with Northwest Staffing Network policies and client facility requirements.

Excessive cancellations, no-call/no-shows, or reliability concerns may lead to disciplinary action up to and including termination.

8. Policy Review and Non-Compliance

Northwest Staffing Network reserves the right to review Per Diem status at any time. Staff who do not meet the requirements of this policy may:

- Be placed on inactive status

- Receive corrective counseling
- Limit the amount of shifts employee submits for
- Have employment terminated

9. Policy Acknowledgment

All Per Diem employees must review and acknowledge this policy upon hire and as updated.

Name:_____
Date:_____

Signature:_____

Policy Reviewed January 2026