

Travel Policy:

It has come to our attention that there may be some confusion as to CPT's policy and procedure for our full time staff when the census at any given building drops to the point where staffing of the rehabilitation department is effected. Please know that we go to great lengths to minimize the possibility of this happening by using a statistical software program to calculate FTE needs at each SNF we staff. The mean census and census fluctuations are accounted for in this software.

When the census drops to the point that staffing of the department is effected, we first make sure that the supervisor at each building is minimizing, if not eliminating, the use of any prn staff. If this does not bring the staffing down to where we need it to be, we then ask that full time therapists make themselves available to travel and help at facilities that are in need of extra staff rather than just sending staff home and thus losing income. Please note that you will be paid for drive time if you do travel.

We are asking that all facilities supervisors make a list of all full time employees. (The name of every full time employee should be on this list – no exceptions). In situations where the census is low at your facility and a full time therapist is asked to help out at another site, the supervisor will use the list to determine which therapist is asked to move. Once the therapist goes to the facility requested, that therapists name is placed on the bottom of the list. If another therapist volunteers to travel, that is fine, however the original therapist whose turn it was to travel remains at the top of the list.

If you are opposed to traveling to another facility, you also have the option to go home early and use vacation time or time without pay. If you use either of these options, you name will be moved to the bottom of the list and the rotation will continue.

No matter how much we plan for staffing requirements, situations change (e.g. decreased rehab beds, increased manage care programs, etc...) and staffing can be adversely effected in the long term. At that point, we may determine that we are overstaffed. In these situations, giving staff the option to move to another facility permanently (downsizing the department) could be another avenue to resolve the situation.

We are trying to be as employee centered and fair in handling this situation as we can. We thank you for your continued support and work on our behalf. Please feel free to contact your regional manager with any concerns you may have.

Bob Tripicchio and the CPT Management Team