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Gila River Health Care
ADMINISTRATIVE
HUMAN RESOURCES
Labor Pool Policy

Policy Statement:

GRHC will maintain essential hospital operations and business functions during any critical incident or emergency situation providing for the protection of life, health, and safety for all patients, residents, employees, and visitors. Essential hospital and business functions include maintaining hospital operations, select administrative services, and necessary support for patients, residents, and employees.

Definitions:

- A. A critical incident or emergency situation is defined as either caused by humans or a natural phenomenon, which requires or may require action by emergency service personnel to prevent or minimize loss of life or damage to property and or environment.

Procedure:

- A. The Incident Command structure outlines responsibilities of GRHC employees during a critical incident or emergency and provides guidance for transition from normal to emergency operations.
- B. The Incident Command is activated when a significant emergency event threatens normal operations, to allow GRHC employees to respond to an incident or disruption of services while providing for the safety of our patients, residents, employees, and visitors.
- C. During a critical incident or emergency situation GRHC is responsible for maintaining sufficient staffing levels to meet patient and resident needs on a continuing basis even during a time of a critical incident or emergency situation.
- D. In the event of an emergency situation, the Incident Commander in consultation with the assigned Labor Pool Manager of the Incident Management Team, and Executive Leadership Team will be charged with assessing the situation and applying the appropriate levels of staffing to care for patients.
- E. Each department is responsible for the following;
 - a. Determining its most critical functionality and the appropriate staffing levels for business continuity during activation of the Incident Command.
 - b. Communicate to the appropriate level outlined on the Incident Command organization chart.

- c. Respond in accordance with the established emergency plan for that department.
- F. In an emergent situation, it may become necessary to temporarily change an employee's job duties, work assignments, and work location in which the duties are performed.
- a. The department manager will use discretion to determine what work each employee will perform during Incident Command period. Departments with staff who can be redeployed to a temporary assignment during an Incident Command period must register staff with the Labor Pool Manager.
 - b. Department Managers are required to communicate with employees they will be redeployed during the incident and are required to report as assigned by the Labor Pool Manager.
- G. The Labor Pool Manager will;
- a. Respond to all requests for emergency coverage during an incident.
 - b. Communicate all assignments directly with the employee and the requesting Department Manager.
- H. Attendance of employees is critical to GRHC ability to provide care to patients, residents, and maintain operations. Therefore, each employee redeployed in the labor pool will be held accountable to;
- a. Attendance and Punctuality Policy HR 104.02. Employees who do not report to work for their scheduled shift and who have not been approved for an alternative work arrangement will be considered absent.
 - b. Employees who are unable to report to work as scheduled by Labor Pool Manager are responsible for notifying Labor Pool Manager and their Department Manager.
 - c. All other GRHC policies will remain in force for employees redeployed to the labor pool

Attachments/Forms:

- 1. None

References:

- 1. None
- 2.

Other Policies:

- 1. ER.433.07 Labor Pool Activation Plan