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| Productivity Adjustments | **Last Revision:** | January 2015 |
| **Last Reviewed:** | January 2015 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * RightHealth® |
|  | **Included in the following THA Manuals:** | Administrative Policies & Procedures  IX - Finance |

**Purpose**

This policy establishes guidelines for adjusting the productivity of per-visit employees under circumstances requiring extended travel to provide patient care. The purpose of the policy is to ensure that employees are compensated when extended travel requirements may negatively impact productivity.

**Eligibility**

Eligibility is limited to employees who are compensated on a per-visit basis.

**Policy**

Qualified employees whose patient care-related mileage meets or exceeds125 miles per day will be compensated for 1 (one) additional routine visit. To qualify, the mileage must be directly associated with assigned patient care, calculated as per the company’s mileage reimbursement policy.

All productivity adjustments must be recorded on the *Productivity Adjustment Form* and must have signed approval from a Vice President prior to submitting to Payroll. To ensure credit, approved *Productivity Adjustment Forms* should be submitted at the close of each payroll in conjunction with timesheets.

As with all reported mileage, Productivity Adjustment requests are subject to audit to ensure accuracy.

**NOTE:**

**Productivity Adjustments are limited to once per day.**