

SCHEDULE J
FREQUENTLY ASKED QUESTIONS
January 26, 2005

DEFINITIONS

Full-time Employees:

Employees who typically work 35 hours or more per week at their principal job.

Part-time Employees:

Employees who typically work less than 35 hours per week; does not include contract employees or employees that work only on an on-call basis.

Retained Employees:

Employees who were on the payroll as of January 1, 200X and were still employed as of December 31, 200X, and who did not have a break in service. A temporary leave of absence is not considered a break in service.

Turnover Rate:

Total number of employees terminated during the year divided by the average number of employees (beginning number plus ending number divided by 2) as reported on the Schedule J Report.

Rate of Retention:

Total number of employees retained divided by beginning number of employees.

QUESTIONS AND ANSWERS

QUESTION:

We are cross-training our staff to be universal workers. Which classification should these employees be reported as?

RESPONSE:

If a universal worker spends the majority of their time providing direct care to residents, they should be reported as an aide. However, if their primary area of responsibility is dietary, laundry, or housekeeping, they should be reported in the classification where they spend the predominant amount of their time.

QUESTION:

My housekeeping staff are also my laundry staff. How do I report these employees?

RESPONSE:

Again, if their primary area of responsibility is housekeeping, they should be reported in the housekeeping classification; similarly, if their primary area of responsibility is laundry, they should be reported in the laundry classification.

QUESTION:

Our administrator left during the year and then came back. Do I report this as a termination and hire? Do I count this person as a retained employee?

RESPONSE:

You should count this employee as a termination and new hire unless the termination of employment was a temporary leave of absence. Include in the “Employees Retained” column only if the employee was **not** included in the “Employees Terminated” column.

QUESTION:

My social worker works 4 days a week, or 32 hours. Is this considered a part-time position?

RESPONSE:

Yes, this would be considered a part-time position. (See definitions of full-time and part-time.)

QUESTION:

How do I report employees that transfer from one classification to another during the year?

RESPONSE:

Report them on Schedule J for the entire year in the classification they were in at the end of the year (columns 2 and 5). Please note that the employees’ salary and hours reported in Schedule A should be the actual for each category worked.

QUESTION:

How do I report employees that we share with the hospital/assisted living/residential health care/other?

RESPONSE:

Report all staff whose predominant area of responsibility is in the nursing home or long-term care unit as full-time. If staff members work equally between the nursing home/long-term care setting and alternative setting (hospital, assisted living, etc.), or work regularly but not full-time in the nursing home/long-term care setting, include in columns 2 through 5 as whole numbers, and report them as part-time. If staff occasionally fill in or assist on an irregular basis, do not include them in this report.

NOTE: Schedule J data will NOT NECESSARILY CORRESPOND with Salaries and Hours reported in Schedule A. Please follow Schedule A Instructions when completing Schedule A.
