

Exhibit 35 - Hospital Personnel Wage Survey

The data required for this Exhibit are for the report period.

Note: Columns 1 and 2 are to one decimal place.

Column 1 To compute full time equivalents, divide the total paid hours (including vacation, sick leave and overtime) for all employees in each title by the number of hours in the standard workweek, then divide by the number of weeks in the report period. If different classifications of employees within each title (i.e., part-time, union, non-union) have different standard workweek hours, compute the full-time equivalent employees for each classification separately and combine the result. If employees are paid for unused sick leave or "sell back" other leave, exclude these hours from the calculations. Do not include on-call hours. Do not include hours for "add-ons" such as shift differentials or other items which are paid per-hour but do not increase the number of actual hours worked.

Note: Where the hospital is accommodating the payroll of a different organization whose activity is not reported otherwise in the ICR; the fully weighted cost of payroll is reimbursed to the hospital; and the payroll and payroll-related expenses are offset from the ICR, do not include the statistics in Exhibit 35.

Column 2 Enter standard number of hours in the work week for each title. Please note that this should be for one work week and is generally greater than 30 hours and less than or equal to 40 hours.

Note: Columns 3 to 8 are whole numbers only.

Column 3 Enter total hours paid exclusive of on-call hours (straight time plus overtime as recorded on your payroll records).

Column 4 Enter the total overtime hours included in Column 3.

Column 6 Enter the total payroll dollars paid exclusive of retroactive pay which was for hours worked in a previous cost reporting period. Include pay for on-call hours.

Column 7 Enter total overtime dollars (straight time plus premium pay) included in Column 6.

Please review all entries to ensure that no mathematical or typing errors exist and that the average hourly wage (Column 9) is appropriate for the job title.

The following is a brief description of selected job titles:

Medicine and Health Services Managers (Nursing Service Directors, Emergency Medical Service Coordinators, Medical Records Administrators, etc.)

Plans, organizes, directs, controls or coordinates medicine and health services. Includes department heads.

All Other Managers and Administrators

Top and middle level managers, administrators and executives. Primary duties are policy making, planning, staffing, directing or controlling the hospital. Excludes first-line supervisors and managers with first-line duties.

Accountants, Auditors and Other Financial Specialists

Plans and administers accounting services, provides advice on tax and accountancy problems, conducts audits, and plans and administers other financial activities, such as budget analysis, credit review and reimbursement.

All Other Management Support Occupations

Includes purchasing agents, personnel, training and labor relations specialists, management analysts and other professional, paraprofessional and technical titles that assist management in policy making planning, staffing, directing or controlling the hospital.

Social Workers Including but not limited to the following titles:

- Social Workers, Medical and Psychiatric (Drug or Alcohol Addiction Counselors; Medical Caseworkers; etc.)
Counsels and aids individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help people understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors.
- Social Workers (Caseworkers; Community Organization Workers; etc.)
Counsels and aids individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems.

Post-Graduate Trainees

Interns, residents and fellows providing patient care services as part of a medical training program approved by the ACGME, AOA, or an equivalent accrediting program approved by the New York State Education Department.

Respiratory Therapists (Inhalation Therapists, etc.)

Sets up and operates various types of equipment, such as iron lungs, oxygen tents, resuscitators, and incubators, to administer oxygen and other gases to patients.

Occupational Therapists (Industrial Therapists, etc.)

Plans, organizes, and participates in medically oriented occupational program to rehabilitate patients who are physically or mentally ill.

Physical Therapists (Physiotherapists; Pediatric Physical Therapists; Pulmonary Physical Therapists; etc.)

Applies techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

Speech Pathologists and Audiologists (Speech Therapists; Speech Clinicians; etc.)

Examines and provides remedial services for persons with speech and hearing disorders and performs research related to speech and language problems.

All Other Therapists

Includes but not limited to corrective and recreational titles, etc.

Certified Registered Nurse Anesthetist

Administers or assists in administration of anesthesia under physician supervision and has successfully passed the certification examination and is certified by the Council on Certification of Nurse Anesthetists.

Nurse Practitioner (NP)

Provides primary health care in collaboration with a licensed physician. Person must be a registered nurse, who has graduated from an NP program recognized by the New York State Education Department.

Registered Nurses, Non-Supervisory, Including Head Nurse

This category refers only to registered nurses, including head nurses, involved in hands-on care. They must be licensed by the New York State Education Department (excludes CRNAs and Nurse Practitioners).

Nurse Supervisor

Supervises and coordinates activities of nursing personnel engaged in specific nursing services, such as obstetrics, pediatrics or surgery, or for two or more patient care units. Supervises Head Nurses in carrying out their responsibilities in the management of nursing care. Evaluates performance of Head Nurses and nursing care as a whole and suggests modifications. Inspects unit areas to verify that patient needs are met.

Licensed Practical Nurse (LPN)

Performs a wide variety of patient care activities and accommodative services for assigned hospital patients, as directed by the Head Nurse and/or team leader.

Physician's Assistants (PA) (Ophthalmic Medical Assistants; Orthopedic Physician's Assistants; Surgeon's Assistants; Gynecological Assistants; Pediatric Physician's Assistants; etc.; excludes Nurses)

Provides patient services under direct supervision and responsibility of a Doctor of Medicine or Osteopathy. Elicits detailed patient histories and does complete physical examinations. Reaches tentative diagnoses and orders appropriate laboratory tests. Requires substantial educational preparation, usually at colleges or junior colleges.

Pharmacists (Druggists; Registered Pharmacists, etc.)

Compounds and dispenses medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

Laboratory Technologist/Technician

Is responsible, under technical supervision, for the accurate completion of any of a wide variety of standard laboratory procedures. Illustrative examples include: performs complete routine chemical, physical and microscopic urinalyses; performs common tests in hematology and blood chemistry; does blood and spinal fluid serology, does gastric analyses and standard bacteriological examinations; prepares standard media, cultures, reagents, stains and solutions; sterilizes equipment; may take specimens; keeps records of work performed and results.

Radiologic Technologists/Technicians

Takes X-rays, CAT scans, or administers non-radioactive materials into patient's blood stream for diagnostic and therapeutic purposes. Demonstrates portions of the human body on X-ray film or fluoroscopic screen. Maintains and safely uses equipment and supplies necessary to demonstrate portions of the human body on X-ray film or fluoroscopic screen for diagnostic purposes.

Psychologists (Clinical Psychologists; Social Psychologists; etc.)

Collects, interprets and applies scientific data relating to human behavior and mental processes. Activities are in either applied fields of psychology or in basic science fields and research. Includes occupations in personnel research and in administration of testing and counseling programs; excludes psychiatrists.

Dietitians and Nutritionists (Public Health Nutritionists; etc.)

Organizes, plans and conducts food service or nutritional program to assist in promotion of health and control of disease. May administer activities of food service department. May plan, organize, and conduct programs in nutritional research.

Medical Secretaries/Secretaries

Performs secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include taking dictation, and compiling and recording medical charts, reports, and correspondence using a typewriter or word processor. Duties may also include

preparing and sending bills to patients or recording appointments. Includes but not limited to the following titles:

- **Secretaries**
Relieves officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence and other records. May perform various other assigned clerical duties.
- **Stenographers (Stenotype Operators, etc.)**
Takes dictation in shorthand of correspondence, reports, and other material and operates typewriter or word processor to transcribe dictated material. Also performs a variety of clerical duties, except when working in a stenographic pool. In addition to stenographic duties, may transcribe material from sound records.
- **Receptionists and Information Clerks (Appointment Clerks, etc.)**
Answers inquiries and obtains information for the general public (customers, visitors and other interested parties) concerning activities conducted at an establishment, location of offices or by persons within firm, departments within store, or services within hotel.
- **Typists (Clerk-Typists; Medical Transcriptionists; etc.)**
Types letters, reports, stencils, forms, addresses, or other straight copy material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

Clerks - All Titles

Includes but not limited to the following titles:

- File Clerks
- Record Clerks
- General Office Clerks
- Personnel Clerks
- Hospital Admitting Clerks
- Purchasing Clerks
- Adjustment Clerks
- Customer Complaint Clerks, etc.)
- Billing (Medical Insurance) Clerks
- Order Clerks
- Bookkeeping, Accounting and Auditing Clerks

All Protective Occupations

Stands guard at entrance gate or walks about premises of hospital to prevent theft, violence, or infractions of rules; monitors property against fire, theft, vandalism, and illegal entry; directs patrons or employees and answers questions relative to services of establishment; and controls traffic to and from buildings and grounds.

Nursing Aides, Orderlies, and Attendants

Works under the direction of nursing or medical staff to provide auxiliary services in care of patients. Performs duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Orderlies are primarily concerned with the care of male patients, setting up treatment, and relieving nurses of heavier work.

Physical and Corrective Therapy Assistants and Aides

Prepares patients and/or administers physical therapy treatment such as massages, heat, light and sound treatment, and traction. Instructs, motivates, and assists patients with learning and improving functional activities. Normally works under the direction of a Physical or Corrective Therapist.

Patient Food Service Worker - (Excluding Cooks)

Excludes dining room and cafeteria workers. Includes only those non-supervisory personnel who are involved in preparing and providing food to patients. Includes only those food service workers who normally work on patient meal preparation.

Housekeeping Aides, Attendants and Porters

Cleans and services hospital building areas, moves furniture, equipment and supplies in and around hospital departments and performs a variety of housekeeping duties, to maintain the hospital in an orderly and sanitary condition.

After receiving instructions as to area and specific work assignment, assembles necessary cleaning supplies and equipment for transporting to the designated area and performs assigned duties.

Maintenance Workers

Excludes stationary engineers who should be reported under category "All Other". Includes workers who repair, maintain and adjust motor vehicles, equipment, machines and tools including such work as machinery repair, auto repair and communications equipment repair. Workers may also install, as well as repair, equipment and machinery. Repair work may be performed on or off premises. Includes but not limited to the following titles:

- Air Conditioning and Refrigeration Mechanics
- Electro-medical and Bio-medical Equipment Repairers
- General Heating
- Machinery Maintenance Mechanics (Power Plant Mechanics, etc.)
- Maintenance Repairers

Exhibit 36 - Hospital Personnel and Contracted FTE's

The number of employees reported on this Exhibit must be consistent with the salaries as reported on Exhibit 11, Column 1 (Class Code 00040) plus or minus salary reclasses from Exhibit 12, Class Code 00701. To compute full-time equivalents (FTEs), divide the total annual paid hours (including vacation, sick leave and overtime) for all employees in each cost center by the number of hours in the standard workweek, then divide the rest by 52. If different classifications of employees within each cost center (i.e., part-time, union, non-union) have different standard workweek hours, compute the full-time equivalent employees for each classification separately and combine the result. If employees are paid for unused sick leave or "sell back" other leave, exclude these hours from the calculations. If a sampling technique is utilized, the number of full-time equivalent employees must be computed for a minimum of one day period per quarter.

Note: Where the hospital is accommodating the payroll of a different organization whose activity is not reported otherwise in the ICR; the fully weighted cost of payroll is reimbursed to the hospital; and the payroll and payroll-related expenses are offset from the ICR, do not include the statistics in Exhibit 36.

Report the average number of full-time-equivalent employees to one decimal place only. For example, 40 FTEs should be expressed as 40.0.

Report the standard number of hours in the working week to one decimal place only. For example, report 40 hours as 40.0.

Contracted FTE's

If there are any service contracts, such as laundry and linen, housekeeping, security, or agency nurses, provide the full-time equivalent (FTE) employees supplied by the contract, by cost center. If only contracted hours are available, divide the hours by the standard number of hours in the work week to convert to an FTE component.