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| **Casual Laboratory Staff** |
| **Policy** |

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| The following defines the requirements of a casual laboratory staff member. Casual laboratory staff may be asked to cover for unexpected call-ins,schedule changes, vacations, coverage for extra projects/events, and/or extended leaves of absence such as FMLA. Casual laboratory staff work days, evenings, nights, holidays and/or weekends to support the 24/7 laboratory services. Casual laboratory staff do not have scheduled set hours. |

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| **Purpose** |

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| To define the requirements of casual laboratory staff and to ensure competency is maintained, management will periodically review staff schedules to ensure all expectations are being met. Failure to meet any of the expectations at any time may result in progressive discipline up to and including termination. Each casual laboratory staff member: * Must work a minimum of 4 shifts per month, equal to at least 32 hours, if shifts are available. Managers may approve less than 4 shifts or 32 hours per month based on the casual employee’s scope of practice and competency.
* Must read hospital email at least once a week to be aware of happenings at the facility and anything assigned to them.
* Must read Laboratory Information System email completely each time they are scheduled to work.
* Is responsible for maintaining any competencies, surveys, policy/procedure readings, mandatory training and/or education, etc., assigned to them and must be completed by the due dates given.
* Will be scheduled to work one holiday per year, if holiday shifts are available/open.
* Will be scheduled to work one full weekend every three months (Saturday & Sunday or Friday & Saturday), if weekend shifts are available/open.
* Must be flexible with availability in order to cover short notice needs such as sick calls, vacations, etc. If employee declines multiple shift requests (not including short notice requests) in a row, management will review employment status.
* Will return management’s telephone calls within 24 hours. If confirmed for a shift, the employee is responsible to cover the shift. If an employee needs to be absent, departmental guidelines for shift coverage will be followed.
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| **Responsibility** | Casual Laboratory Staff |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | J. Heimkes & L. Kappenman | 11/09/2015 | Initial  |
|  | 2 | J. Heimkes & L. Kappenman | 4/16/2019 | Updated less than 4 shifts approval. |