

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

06 September, 2017 11:20 – 11:27

1. YPCC and Ft. Simpson Coolers dropped off after 15:00 Saturday
 - a. Coolers for community clinics and health centres are being delivered to the Laboratory after regular working hours on Saturday.
 - b. If the coolers are delivered after hours, place the samples in the refrigerator and they can be processed the next business day.

2. Christmas Day/ Boxing Day/ New Years' Day
 - a. As per the collective agreement, there should be a fair and equitable distribution of statutory holidays. We also recognize that a number of staff members within the department may not wish to work over the Christmas period and some may want to work those days.
 - b. If you have a preference, please indicate your preference to Theresa in the Core Lab or Laura Steven in Microbiology. Jen will consider these preferences when preparing the holiday schedule.
 - c. Please note, the collective agreement rules for scheduling still apply and indicating your preference is no guarantee of having the days or time off.

3. Payroll
 - a. Jen has noticed an increasing number of staff members failing to enter their hours into PeopleSoft prior to the employee cut-off time.
 - b. Jen would like to remind staff that it is their responsibility to ensure that all hours are accurately captured in PeopleSoft by the employee cut-off time.
 - c. If you are claiming overtime, you must submit the completed overtime form in order to have the time approved with your payroll.
 - d. If you forget to enter your time in PeopleSoft, Payroll will only create an off cycle payment for regular hours.
 - e. Please ensure you understand your obligations and entitlements as per the collective agreement.

4. Roundtable
 - a. Jen: The new hematology analyzers have arrived and are being installed this week. Training will occur next week.