

Laboratory Staff Meeting Minutes

11:15

December 5, 2018

1. Early cut-off for Christmas payroll:
 - Jennifer discussed the early cut-off for payroll due to the shutdown at Christmas.
 - All payroll until December 28 needs to be in early.
 - Jennifer put it on the calendar at the front to remind everyone.
 - No off-cycle cheque's issued during this time so make sure it is in or you will not get paid.

2. Advanced scheduling vacation requests:
 - Need to be 5 days block of time.
 - Based on seniority or if denied previous year.
 - Core lab can have 2 techs off, Micro can have 1 tech off and MLA can have 1 MLA off at a time.
 - After January 31, it is first come first serve.
 - Will be posted on February 14, 2019.
 - If have questions, refer to CA or Chantelle.

3. Mandatory training:
 - Christmas can be a slow time so if it is try to get mandatory training done.
 - PDI will not be considered if mandatory training is not complete.

4. Roundtable:
 - Kim: Went live with hematology analyzer on Monday. Went smoothly, only minor issues. Need to get everyone trained and signed off. Hematology analyzer is now in the center of the lab. Kim will make sure everyone knows. The warming heater is still in the same spot. Jennifer recognized Kim's effort to get these analyzers up and running and getting the procedures and training done. Congratulations Kim!!!
 - Erin: Rec'd her 25 year service award as well as Amy, Moses, Veronica and Chade.
 - Bayo: Can we order sharpies. Can't get them from stores anymore. Jennifer will order black and blue but not the fat ones.