**Blood Bank Monthly Meeting Agenda:**

**March 3, 2021**

1. To avoid a $40 additional premium on your health insurance, employees and spouses on the health plan need to complete the following by May 31, 2022
2. Effective March 17, 2021, all newly hired employees and employees not currently contributing to the 403(b) plan will be automatically enrolled in the 403(b) plan at the contribution rate of 5%. Employees currently contributing less than 5% to their 403(b) will have their contribution raised to 5%. You have until March 16, 2021 to make changes or opt out. Otherwise, the changes will be reflected in your April 1, 2021 paycheck.
3. On Call rotation has started on Friday Feb 26th. Important points:

 Each FT and PT employee will be required to take call from Friday at 5pm to Monday at 7:30,

 Holidays included. When posting jobs please make sure this is listed for FT and PT employee.

Employees who call out on their assigned weekend or holiday, between Friday second shift and Sunday third shift, will be required to work the next available open shift weekend on the schedule (any shift that is available). NOTE: Third shift will be based on employee’s schedule. This means that if you call out unscheduled on a Saturday or Sunday you will be assigned a "make up" weekend on either Saturday or Sunday in addition to your regularly scheduled weekend. The makeup weekend assignment will be at the discretion of the lab supervisor of the discipline/site and will take place at any time during the three months on any shift following the unscheduled absence.

1. Breaks, Over times, Call outs, Timecards. Late Arrivals must be documented and will follow disciplinary action.
2. PRN employees receive raise and the email has been shared with everyone.
3. Master list of equipment for EMCP employees
4. Going above and Beyond performances vs just doing what’s expected
5. All tech makes a list of extra job performances that they perform on daily or weekly basis that needs to be done in Blood Bank, other than the bench work.
6. Withdraws’ faxes are all techs responsibility. They must be signed, dates, checked with History check. If the unit must be pooled out and put in quarantine, it will be done by all techs, documented and reported to their lead tech.
7. Switch with other Technologists, Responsibility of showing up on time when signed up and agreed. The form must be filled and approved by the Supervisor.
8. Volunteer for self-inspection. If no Volunteer I will assign people.
9. Receiving any CAP surveys or any important material: Please sign the box, date and initial and leave it in the fridge. I need an email letting me know of what you received and when and its exact location. THIS IS ALL DIFFERENT SHIFT’S RESPONSIBILITY.
10. **Discussion**