**UW Medicine - Pathology**

6000-01-06-03

Standby and Call Back Policy

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| Adopted Date: 09/07/05Review Date: Revision Date: 03/16/13 |

PURPOSE

Staff may be required to return to work to cover such things as; Transplant Service, SCCA specimen send-out, occasional rush Histology procedures or equipment alarms or malfunctions. Histology staff is on a standby rotation for ability to manage the aforementioned during hours the laboratory is not staffed. It is otherwise expected that these will be managed during staffed hours.

 Gross Room Phone: **598-4286**

 Gross Room Hours: Monday - Friday 6:30am - 6:00pm

 Histology Lab Phone: **598-4028**

Histology business hours: 8:00am – 6:00 pm

 Histology Staffed Hours: Monday 1:30am – Midnight

 Tuesday – Friday 24 hours

 Saturday Midnight – 5:00am

 Sunday 3:30pm - Midnight

 Standard Stand-by Hours: Saturday 5:00am – Midnight

 Sunday Midnight – 3:30pm

 Monday Midnight – 1:30am

 (hours may be vary pending staff coverage needs)

PROCEDURE

Standby personnel are paid a stipend per hour to carry the pager during non-staffed hours (standard hours listed above). Standby personnel need to remain available and fit for duty to report to work if necessary.

An employee on standby status called to return to the work station does not qualify for callback pay (reference; article 8.9, UW/SEIU 925 Healthcare Professional / Laboratory Technical Contract).

Standby Pay & Off - Duty Work (see definitions in contract) will be paid in accordance to articles 8.10 & 8.11 of the UW/SEIU 925 Healthcare Professional / Laboratory Technical Contract.

 *After hours emergencies may be covered by paging the Histology Technician on call:*

Histology Technician Pager # 663- 8098

Histology Supervisor (Maureen Griffo) Cell Phone 206-257-8817

AP Administrative Director (Dan Luff) Pager 206-989-3307

REFERENCE:

UW/SEIU 925 Healthcare Professional / Laboratory Technical Contract

 <https://www.washington.edu/admin/hr/laborrel/contracts/925labtech/contract/a08.html>

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Supervisor / Manager