

A. Job Description

- Shall be aware of the basic principle of the test or part of the test being done in the laboratory.
- Shall be aware of all the duties and responsibilities as prescribed above.

I. Receptionist

- A graduate of any Bachelor of Science course and having the knowledge of the standard operating procedures.
- Should be communicate and orient proper information in every patient.

General Policies for Employees

The company shall have full and exclusive direction and control of its business, including the right to plan, direct and control operations, hire assign employees to work, transfer from branch to another, promote demote, and in accordance with the law, discipline, suspend or discharged employees and the right to make and enforce company rules to carry out the functions of management.

A. Hiring

1. Board passer
2. Preferably with working experience
3. Applicants are interviewed by the head of the laboratory after the owners were notified

B. Orientation

1. Provisionary for 1 month – evaluation for hire or fire depending on the performance.
2. Facilities should provide all personnel or staff an updated training on all the important procedures done in the laboratory.

C. Promotion:

1. Every 6 months an employee will be evaluate by the employer and coworker regarding performance, good grooming and tardiness.
2. For four (4) consecutive passing in the evaluation, the employee will be given an increase on his/her salary (10%), allowance (10%) and yearly bonus (25%).

D. Disciplinary action, suspension, demotion, termination:

An employer may terminate his medical technologist by serving a written notice one month before the intended date thereof. But if the termination is being caused by serious offences, the affectivity will take place at once.

Disciplinary action, suspension, demotion, termination:

1. Habitually late
 - a. Less than 15 minutes of late is considered a grace period/ allowance.
 - b. More than 15 minutes of late will deduct a salary of P 50.00/hr
 - c. 2 hours of late is considered absent.
2. Absence without notice
 - a. 3 days prior to desire date of absent must file a letter.

- b. Absent without notice is considered AWOL (Absent Without Leave)
- c. AWOL will be given a disciplinary action of 5 days suspension without pay.
- d. A maximum of three (3) AWOL is equivalent to termination.

- 3. Insubordination
 - a. Disrespect to Superior will be given a Suspension of 3 days without pay.
 - b. Disrespect to Client will be given a suspension of 2 days without pay.

- 4. Procedures
 - a. Improper procedures will be given a suspension of one (1) day without pay.
 - b. Constructing a new procedures without prior notice to the administration will be given a two (2) days suspension without pay.
 - c.

Less serious offenses

- Violation of companies policies
- Tardiness
- Failure to wear the prescribed uniform
- Repeatedly receiving personal visitors during lab. Hours
- Repeatedly using telephone as personal use

Serious offenses

- Absence of work without official leave or permission of superiors
- Disclosure to any unauthorized person of confidential information
- Arguing that leave to disrespect in word or in deed to any client
- Dishonesty by examining without registering and recording results in logbook
- Insubordination and negligence of duty

Due process shall be accorded to any officer or employee charged with violating these rules of conduct

Administrative offenses with its corresponding penalties, depending on the gravity of its nature and effects

- 1. Light offenses
 - 1st offense – reprimand
 - 2nd offense – suspension for 1 to 30 days
 - 3rd offense – dismissal

- 2. Less grave offense
 - 1st offense – suspension for 1 month to 6 months
 - 2nd offense – dismissal

3. Grave offense
- 1st offense – dismissal

Light offenses

1. Discourtesy
2. Refusal to render overtime service
3. Disgraceful, immoral, or dishonest of conduct

Less grave offenses

1. Simple neglect of duty
2. Simple misconduct
3. Gross discourtesy
4. Insubordination

Grave offenses

1. Dishonesty
2. Gross neglect of duty
3. Grave misconduct
4. Falsification of official documents
5. Receiving of personal use of fee gift or other valuable thing in the course of official duties or in connection therewith when such fee or gift of other valuable thing is given by any person in the hope expectation or receiving a favor.
6. Disgraceful and immoral conduct
7. Inefficiency and incompetence in the performance of official duties
8. Frequent unauthorized absence or tardiness in reporting for duties
9. Refusal to perform official duty
10. Gross insubordination

E. Sanctions for violation of rules

- The sanction must depend on the severity of the infraction committed; for minor offenses, the staffs are given verbal reminders.
- A reprimand is given for repeated offenses.
- A major offense, such as improper recording in the official form and logbook merits a memo.
- Staffs are recommended for termination of service after 3 memos.
- A major offense, such as wrong blood typing (causing immediate danger to the patient) is punished by outright dismissal.

Each department of agency shall promulgate rules and regulation governing expeditious, fair and equitable adjustment of employee's complaints or grievances shall be resolved at the lowest possible level in the department.