


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVAL  THEODORE M. LEWIS Interim Hospital Administrator/CEO	RESPONSIBILITY Human Resources Hospital-wide	EFFECTIVE DATE October 1999	POLICY NO: 8650-1.221	PAGE 1 of 2
TITLE: RECALL LIST				
LAST REVIEWED/REVISED: 10/99, 12/07, 5/12, 2015				
ENDORSED: EMC 5/2012, 2015				

PURPOSE:

To define the policies and procedures with regards to the recall of employees to work at the Guam Memorial Hospital Authority.

POLICY:

1. Employees of the Hospital shall be recalled to work when their services are needed to meet the needs of patients, sustain operations and/or to meet the additional work duties resulting from a natural or community disaster.
2. All employees recalled to work shall report to work unless they are ill or incapacitated and unable to perform their normal work duties.
3. All recalled employees shall be compensated in accordance with the Hospital's Call Back Pay Policy unless the recall is a result of a Typhoon in which case the Typhoon Compensation policy will take effect.
4. All recalled employees failing to report to work for reasons other than physical incapacitation will be counseled and advised that their services are essential to the sustained operations of the Hospital. Any noted disregard for the policy may result in disciplinary action for neglect of duty.

PROCEDURES:

A. RECALL LISTING

1. All Hospital Department Heads and Supervisor are required to ensure that a recall listing of employees is maintained for their employees.
2. The listing is to include the position title, name, telephone number, and home address of the employee.
3. The listing is to be updated whenever an employee changes their address, but not less than quarterly and filed with the Human Resources Department and the Communications Center.

4. The Human Resources department shall ensure that the recall lists of all departments are maintained on a quarterly basis. The list shall be replaced no later than tenth (10th) of the following month after the end of each quarter.

B. RECALL PROCEDURES

1. The Department Head or Supervisor will recall the employee to report to work to perform duties required by the Hospital. If the Department Head or Supervisor is unable to contact the first employee on the list, they are to proceed down the listing of employees until they are able to obtain sufficient personnel to perform the required duties.

In the event that the Department Head or Supervisor is unable to contact any personnel to report to work to perform the essential duties, the Supervisor or the Department Head must report to work to perform the duties.

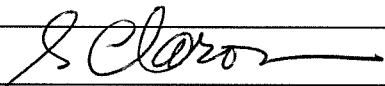
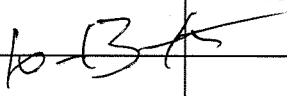
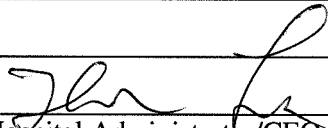
2. Upon contacting the employee, the supervisor is to note the expected time of arrival of the employee. In general, all employees should report to work within one (1) hour of the time from which they were contacted.
3. Upon arrival at the work site, employees are required to clock in on the Hospital's time keeping system in order to be compensated.

GUAM MEMORIAL HOSPITAL AUTHORITY

REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and endorsed the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> Bylaws | Submitted by | Department/Committee: <u>Human Resources Department</u> |
| <input type="checkbox"/> Rules & Regulations | Title: <u>Recall List</u> | |
| <input checked="" type="checkbox"/> Policies & Procedures | Policy Number (if applicable): <u>8650-1.221</u> | |

	Date	Signature
Reviewed	8/11/15	
Endorsed		
Title	Elizabeth M. Claros: Personnel Services Administrator	
Reviewed		
Endorsed		
Title	Associate Administrator, Operations	
Reviewed		
Endorsed		
Title	Theodore M. Lewis, Interim Hospital Administrator/CEO, EMC Committee	
Reviewed		
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