



MANUAL OF ADMINISTRATION

TOPIC: Human Resources	SUBJECT: Casual Hours Sign-Up Procedures	Code: HR015
		Date of Issue: May 1998
		Revised: September 2019
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PURPOSE: To clarify the procedure for casual staff to sign up for hours.

1. On the first Wednesday of every month shifts will be posted via StaffStat for casuals to apply for. Staff can also contact the Scheduler regarding open shifts.
 - Casuals will be accepted for available shifts on their own module first.
 - Casuals will then be accepted for cross module shifts next.
 - Casual employees are responsible to ensure they work all shifts agreed to.
2. Remaining available shifts will be filled using a variety of methods i.e. Staff Stat, text, phone.
3. The Managers will review the schedules prior to sending them out to the teams. If there are any discrepancies with the hours, the Manager will correct the discrepancy and contact the casual staff.
4. Schedules will be distributed as per the Collective Agreement.