

MANUAL OF ADMINISTRATION

TOPIC: Support Services	SUBJECT: Casual Hours Sign-Up Procedures	Code: SS020
		Date of Issue: May 1998
		Revised: May 2015
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PURPOSE: To clarify the procedure for casual staff to sign up for hours.

Definition: Peak vacation time is defined as July, August and December.

1. **1ST SIGN UP** is **in person** at the office on the first Wednesday of every month from 4:00 pm to 5:00 pm.
 - Casuals will sign up for available shifts on their own module first.
 - Casuals may then sign up for cross module shifts.
 - People who are actually working at an Avenue II location at the time of this sign up can call their availability in to a Manager. A Manager will then act as their Proxy at the sign up.
 - To utilize this process call in and ask to speak to a Manager directly by 3:00pm on the day of sign up. Do not leave a message on the voice mail.
2. Home support workers can sign up for a maximum of 10 hours per week with the exception of peak vacation times which allow for 20 hours a week.
4. Casual employees are responsible to ensure they work all shifts agreed to.
5. 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.
6. Schedules will be distributed as per the Collective Agreement.