



MANUAL OF ADMINISTRATION

TOPIC: Support Services	SUBJECT: Casual Hours Sign-Up Procedures	Code: SS020
		Date of Issue: May 1998
		Revised: November 2017
		Page 1 of 1

PURPOSE: To clarify the procedure for casual staff to sign up for hours.

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

- 1ST SIGN UP is in person at the office on the first Wednesday of every month from 8:15 am until 4:30 pm.
 - Casuals will sign up for available shifts on their own module first.
 - Casuals may then sign up for cross module shifts.
 - 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.