



MANUAL OF ADMINISTRATION

TOPIC: Human Resources	SUBJECT: Casual Hours Sign-Up Procedures	Code: HR015
		Date of Issue: May 1998
		Revised: August 2020
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PURPOSE: To clarify the procedure for casual staff to sign up for hours.

Note: Statutory holidays follows HR010.

1. Casual sign-up will begin the first Wednesday of every month, unless there are extenuating circumstances such as statutory holidays. Staff will be notified of any change. Shifts will be posted and assigned using StaffStat. Staff may also contact the Scheduling Clerk regarding open shifts.
 - On Wednesday, Casuals will receive notification of available shifts on their own modules.
 - On Friday, all remaining available shifts will be posted for all Casuals. This includes Casuals who work cross-module.
 - 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.