

Scheduling Procedures

Step	Criteria	Notes
Part A Returning Staff	<ul style="list-style-type: none"> • Applied on-time • Same season in previous year • Same location • Same position/classification • Same shift • Qualified for position • Available to work 	<ul style="list-style-type: none"> • Staff must have worked a minimum of 2/3rds of the scheduled shift in same season, previous year in order to be considered returning.
Part A - Displaced Returning Staff	<ul style="list-style-type: none"> • Applied on-time • Same season in previous year • Same position/classification • Same shift • Qualified for position • Available to work 	<ul style="list-style-type: none"> • Staff are placed by seniority at alternate locations to which they applied in Part B - D. • Staff should be offered equivalent number of hours; TR Code/Wage Rate is not guaranteed. • Staff are only offered available hours; they do not have the right to bump other staff who have requested to return in Part A.
Part B Returning Staff <i>Same Location</i> <i>Same Classification</i>	<ul style="list-style-type: none"> • Applied on-time • Worked at location in regularly scheduled shift in past 12 months in classification • Requesting additional hours in classification • Qualified for position • Available to work 	<ul style="list-style-type: none"> • Staff must have requested location and position/classification on Scheduling Forms. • Staff are offered based on seniority order.
Part C Returning Staff <i>Same Location</i> <i>Different Classification</i> <i>*includes promotional at same location</i>	<ul style="list-style-type: none"> • Applied on-time • Worked at location in regularly scheduled shift within last 12 months in any classification • Requesting different classification • Qualified for position • Available to work 	<ul style="list-style-type: none"> • Staff must have requested location and position on Scheduling Forms. • Staff are offered based on seniority order. • Includes staff who have been reclassified.
Part D Returning Staff <i>Different Location</i> <i>Any Classification</i> <i>*includes promotional candidates</i>	<ul style="list-style-type: none"> • Applied on-time • Receipt of wages within last 12 months from the City • Qualified for position • Successfully completed assessment process including an interview • Available to work 	<ul style="list-style-type: none"> • Staff must have requested location and position on Scheduling Forms. • Staff are offered based on seniority order. • Includes staff who have been reclassified. • Staff should be considered for positions at locations listed on their Scheduling Forms. • Once reclassified, staff should submit late applications for locations with vacancies they wish to be considered for.
Part E Relief Shifts	<ul style="list-style-type: none"> • Applied on-time • Qualified for position • Receipt of wages within last 12 months from the City • Available to work 	<ul style="list-style-type: none"> • Schedulers may limit the number of staff on a relief list; On-time requests should be considered prior to late applications. • Relief Lists should be created based on seniority for each classification within a facility.
Late Forms	<ul style="list-style-type: none"> • Applied for Part A - D • Qualified for position • Receipt of wages within last 12 months from the City • Available to work 	<ul style="list-style-type: none"> • Late applications should only be considered once <u>all on-time</u> applications have been exhausted. • A late list will be generated after exhaustion of <u>on-time forms</u>. • Late list applications placed in order by Part A - D, then by seniority. • Late applications can be considered for Relief work after <u>all on-time</u> have been exhausted.
Part F New Hires	<ul style="list-style-type: none"> • Qualified for position • Available to work 	<ul style="list-style-type: none"> • Remaining shifts offered by interview score to New Hires who have submitted a VSS, completed PHCD and are cleared to work by Staff Support.