

Scheduling Procedure Guide: Community Recreation Programmers/Schedulers

This guide is intended to be for quick reference and is not the document of record for scheduling. The Local 79 Recreation Workers' Collective Agreement is the document of record for scheduling and can be found at [Collective Agreements – City of Toronto](#).

Step	Criteria
Part A (Returning Staff)	<ul style="list-style-type: none"> • Same season in previous year • Same location • Same classification • Same shift • Qualified for classification • Available to work
Part A - Displaced (Returning Staff)	<ul style="list-style-type: none"> • Same season in previous year • Same classification • Same shift • Qualified for classification • Available to work
Part B Returning Staff Same Location Same Classification Different Shift(s)	<ul style="list-style-type: none"> • Worked at location within last 12 months in the same classification • Qualified for classification • Available to work
Part C Returning Staff Same Location Different Classification *includes promotional candidates at same location	<ul style="list-style-type: none"> • Worked at location within last 12 months in a different classification • Qualified for or qualified to be assessed for classification • Available to work • Candidates for promotion must successfully complete an assessment process
Part D Returning Staff Different Location Any Classification *includes promotional candidates	<ul style="list-style-type: none"> • Worked for the City within last 12 months • Qualified for or qualified to be assessed for classification • Available to work • Candidates for promotion must successfully complete an assessment process
Part E Late Submissions	<ul style="list-style-type: none"> • Applied for Part A – D • Qualified for classification • Must have worked for the City within the last 12 months • Available to work
Relief	<ul style="list-style-type: none"> • Qualified for classification • Must have worked/employed for the City within the last 12 months • Available to work
New Hires	<ul style="list-style-type: none"> • Qualified for classification • Available to work