

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 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
Relief Shifts	<ul style="list-style-type: none"> • Qualified for classification • Must have worked for the City within the last 12 months • Available to work

- **New Hires** can select **Part D** and/or **Relief** when submitting work request.
- Any requests submitted after the “On time Submission” will be considered as “Late Submission. Schedulers will offer shifts to Type A – D prior Late Submissions.
- Staff shall lose their seniority and service if they do not work for any period exceeding twelve continuous months (excluding approved or statutory leaves of absence). Training hours are not counted as work for the purposes of this clause.