

Article 12 - Additional Shifts Proposal

12.12

Distributing and Allocating Open/Additional Shifts

(a) Part-time Employees may pick up shifts in addition to their regularly scheduled shifts up to the full time equivalent for their classification. Part-time and casual Employees shall submit to the Employer by the fifteenth (15th) of the month their availability for the following calendar month.

(b) Critical Shifts

Critical shifts are shifts that become available:

- (i) at or after the shift start time; or
- (ii) in the immediate four (4) hour period before the shift start time.

Critical shifts shall be posted electronically for all Part-time Employees and Casual Employees within the Bargaining Unit and Classification. The Shift shall be awarded to the first employee who responds to the Employer who is able to work the shift without incurring overtime.

(c) Urgent Shifts

Urgent shifts are shifts that become available:

- (i) more than four (4) hours and equal to or less than twenty-four (24) hours before the shift start time; or

Urgent shifts shall be posted electronically for a one (1) hour period for all Part-time Employees within the Bargaining Unit and Classification. After the one (1) hour period, the shift shall be awarded to the most senior Part-time Employee who responds and is able to work the shift without incurring overtime. If no Part-time Employee responds, then the shift shall be awarded to the first Casual Employee within the Bargaining Unit and Classification who responds to the Employer who is able to work the shift without incurring overtime.

(d) Pre-Book Shifts

Pre-book shifts are shifts that become available outside of the periods defined for critical or urgent shifts.

Pre-book shifts shall be posted electronically for all Part-time Employees within the Bargaining Unit and Classification who have submitted their availability. The shift shall be awarded by seniority.

A pre-book shift that remains unfilled after this process shall be posted as an urgent shift as outlined in Clause 12.12 (c). Employees may be awarded a block of consecutive shifts (up to 7 calendar days) based on operational needs.