

FAQ SEIU-WEST

Call In for SAHO/ECI

Please remember to always update the employer on your contact information, as this is used to reach out to you for upcoming shifts etc.

<p>1. How Many Call-in Lists can I be on?</p>	<p><i>As an other than full-time employee, you can be on three call-in lists.</i></p>
<p>2. How do I get on more than one Call-in List?</p>	<p><i>If you are seeking work on another call-in list, you would make written application to the department director or designate and list their qualifications and specific training.</i></p>
<p>3. How do I let the employer know when I can and can't work?</p>	<p><i>There is a form called a Pro-forma Call-in work availability form. You need to fill out this form for each call-in list you are on. Please remember, if you don't submit a pro-forma you will not be offered call-in work specific to that call-in list.</i></p>
<p>4. What if my availability changes?</p>	<p><i>You can revise or amend your pro-forma quarterly, February 1, May 1, August 1 and November 1. Remember the updated pro-forma must be submitted no less than 21 days prior to the dates listed above. You can also change the pro-forma when you have a change status, as an example you move from casual status to a part-time position.</i></p>
<p>5. Do I have to pick up shifts?</p>	<p><i>Yes you have to WORK at least one shift every 180 consecutive calendar days. This however does not apply if you have not been offered any shifts during this time.</i></p>
<p>6. Once on the call-in list will I be called for every shift available?</p>	<p><i>You will be called based on the following criteria. The call will first go out to Part-time employee's in order of seniority and then to casuals in order of seniority.</i></p>
<p>7. I have heard my department will just book me in for shifts, they won't call me is this true?</p>	<p><i>Some departments do follow the Call-in Work outside the posted and confirmed period. The employer will book you in for shifts based on your pro-forma, but only in weeks 4 to 7.</i></p>
<p>8. What is the posted and confirmed period?</p>	<p><i>That is the week we are currently in to Saturday, plus the next two weeks.</i></p>



If you have any further questions about bargaining or any term of your collective agreement, use the "Contact Us" form on www.SEIUWEST.ca or call your Member Resource Centre (MRC) at 1-888-999-7348 ext. 2298.

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9. What is weeks 4 to 7?	<i>That is the weeks preceding posted and confirmed but of course only to week 7 inclusive.</i>
10. I am to work for a unit that is scheduled by electronic scheduling how does this work?	<i>In this situation rather than the shifts being called and offered to you, they are available to be seen online. As well the employer will contact you via text, email or phone call to notify you of upcoming shifts for today and tomorrow</i>
11. Do I have a pro-forma with electronic scheduling?	<i>The electronic scheduling gives you the flexibility to change your availability whenever you want to.</i>
12. How do I access the online scheduling website?	<i>The website is www.staffscheduling.ca</i>



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