

## Pro Forma Guidelines

According to the SAHO/SEIU Collective Agreement, employees have an opportunity to submit revised Pro-Forms quarterly, please refer to Article 11.10 c) iv) for additional details. The information provided will be used to offer and assign additional work for the three week posted and confirmed period plus the four week provisional scheduling period.

### Guidelines for Acceptance of Completed Pro-Forma's

PRO-FORMA CALL-IN WORK AVAILABILITY FORM	
NAME:	HOME DEPARTMENT:
HOME PHONE:	POSITION(S) HELD:

**Employee:** Must complete: Name, Home Department, Phone #s: (Up to 2), Positions Held. There must be clear information which department this proforma is for.

**Manager:** Verify that EE has completed and that information provided is accurate.

I am available for additional work based on the following:						
	Days		Statutory Holidays		Same Day Call-in	12 Hour Shifts
	Evenings		Weekends		Number of Shifts in a Row	8 Hour Shifts
	Nights					Less than 8 Hour Shifts

This information determines which shifts are assigned and/or offered to EE's.

#### **DAYS, EVENINGS, NIGHTS**

**Employee:** Must check Days and/or Evening and/or Nights if they wish to be scheduled or called & offered additional work at those times.

**Manager:** Ensure EE has checked each Shift Class that they wish to be called for. If EE selects a "Day" shift class that means that they are available for all day shifts in the work plan. If EE has not ticked "Evening" shift class as available then Scheduling Dept. will not schedule or call for any shifts in the evening classification of shifts.

#### **STATUTORY HOLIDAYS**

**Employee:** If EE checks, they are available to be scheduled or offered additional work on Statutory Holidays. If you check Statutory holidays but do not check weekends and the Statutory Holiday falls on the weekend, you will be scheduled for the statutory holiday that falls on the weekend.

**Manager:** If EE does not check available for Statutory Holidays they will not be scheduled or offered additional work on a statutory holiday.

#### **WEEKENDS**

**Employee:** If EE checks, they are available to work weekends for any additional shifts.

**Manager:** If EE does not check "Weekends" they will not be called/assigned shifts on the weekend unless a statutory holiday falls on a weekend. 3<sup>rd</sup> WEW will be considered on case by case basis.

**SAME DAY CALL-IN**

**Employee:** If EE checks "SDC" they are available to be called for shifts the same day, if not do not call.

**Manager:** If EE *does not* check "SDC" they will not be called for immediate shifts. If an employee *does not* check "SDC" but has been scheduled a shorter shift on that same day, they will not be offered the longer shift.

**NUMBER OF SHIFTS IN A ROW:**

**Employee:** Will specify a number of shifts that they agree to work in a row (until maxed in hours/days).

**Manager:** If EE does not check anything they are available to be scheduled to a maximum of 14 consecutive days. I would advise that Managers should ensure that employees must complete this section.

**12 HOUR SHIFTS**

**Employee:** Will check if they wish to be offered/assigned 12 hour shifts.

**Manager:** If EE does not check 12 hour shifts and they work in a 12 hour unit they will not be called/assigned 12 hour shifts.

**8 HOUR SHIFTS**

**Employee:** Will check if they wish to be offered/assigned 8 hour shifts.

**Manager:** If EE does not check 8 hour shifts and they work in an 8 hour unit they will not be called/assigned 8 hour shifts.

**LESS THAN 8 HOUR SHIFTS**

**Employee:** Will check if they wish to be offered/assigned < 8 hour shifts. If not checked will not call/assign less than 8 hour shifts.

**Manager:** If EE *does not* check "<8 Hr" they *will not* be called for any shifts of less than 8 hours in length.

<b>For The Purpose of Informing The Scheduler of The Hours of Notice Required, ONLY:</b>							
<input type="checkbox"/>	Less than 30 Minutes	<input type="checkbox"/>	30 to 60 Minutes	<input type="checkbox"/>	More than 1 Hour	<input type="checkbox"/>	Number of Hours
<b>For The Purpose of Informing The Scheduler of The Hours of Rest Required, ONLY:</b>							
<input type="checkbox"/>	Eight (8) Hours		<input type="checkbox"/>	Eleven and one-half (11 1/2) Hours			

**FOR THE PURPOSE OF INFORMING THE SCHEDULER OF HOURS OF NOTICE REQUIRED**

**Employee** Will check appropriate time required if they need specific notice.

**Manager:** Will note

**FOR THE PURPOSE OF INFORMING THE SCHEDULER OF THE HOURS OF REST REQUIRED**

**Employee:** Will indicate if they require 8 or 11.5 hours between shifts.

**Manager:** If EE selects 11½ hours of rest they will not be called or assigned for shifts that have 8 hours in between shifts.

I am not available for additional work according to the following details:

**I AM NOT AVAILABLE FOR ADDITIONAL WORK ACCORDING TO THE FOLLOWING DETAILS**

This information is key for employees/schedulers/managers as this information will determine which shifts are assigned to EE's in the provisional scheduling period.

Please identify any period of unavailability for anytime. If submitting a revised Pro-Forma, please include any future periods of unavailability even if identified in a previous Pro-forma.

**Employee:** Will give short, clear, concise and reasonable instructions for shifts they are not available for. This information will be in effect until another Pro-forma is submitted.

**Manager:** Manager must review whether Pro-forma is acceptable as relating to operational requirements of the department. If unsure of acceptable details, contact LR. If EE attaches an additional sheet of details to Proforma it is important to note that their availability may be too complicated for SSO to follow and may even challenge contingency scheduling at the site on evenings/weekends.

**Examples that would be acceptable:**

- Not available on Tuesdays or Fridays until May 11 due to hockey practice
- No expansions
- No assigned shifts on specific dates ie: May 4, 7, 10 and 12.
- No shifts before 7 a.m.

**Examples that would not be acceptable:**

- NA until hockey season is over
- No early am calls (what is early ??)
- Please continue to call and offer all shifts as before (not applicable in current CBA)
- No shifts during seeding or harvest

Are you working part-time or relief shifts in another department/facility/agency?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No  
If yes, where?

Any staff member who works in other departments should provide schedules or hours of work to all applicable departments to ensure Article 13.01 is adhered to.

