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.

]	l am available for addit	ional work based on the following	ng:	
	Days	Statutory Holidays	Şame Day Çall-in	12 Hour Shifts
ŀΓ	Evenings	Weekends	Number of Shifts in a Row	8 Hour ShiAs
	Nights			Less than 8 Hour Shifts
		<u> </u>		

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 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. 3rd WEW will be considered on case by case basis.

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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

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

For The Purpose of Informing Th	e Scheduler of The Hours	of Notice Required, ONLY	/ :
Less than 30 Minutes	30 to 60 Minutes	More than 1 Hour	Number of Hours
For The Purpose of Informing T	he Scheduler of The Hours	of Rest Required, ONLY:	· •
Eight (8) Hours	1 1	half (11%) Hours	<u> </u>

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)
 Please continue to call and other all shirts as belore (not applicable in current ODA) No shifts during seeding or harvest
Are you working part-time or relief shifts in another department/facility/agency?
YesNo
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.

ARE YOU WORKING P/T OR RELIEF SHIFTS IN ANOTHER DEPT/FAC/AGENCY

Employee: Completes the part time/casual positions that they work in. Any EE who work in other departments must provide schedules to applicable departments for assist with assigning shifts in the Provisional Scheduling Period **Manager**: Note. Further, if an employee holds a position outside of the employment of the Region, this should be reflected in the unavailability section of the pro-forma-

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gular time. If no, they would be paid at overl	mployee agrees to waive the overtime premium and work weekends at time rates of pay for working their 3 rd consecutive weekend. It is the employee selects one of the two options. It does <u>not</u> apply to Article 13.15. All employees
Are you currently on education L.O.A. state	us?
mployee Must complete Yes or No lanager: Ensure the employee has checked	l Yes or No
	
Employee Signature	Date
Employee Signature cc: Personnet Record	Date
,	Date

Employee: Must sign & date Pro-Forma and submit to manager/designate.

Manager: The original Pro-Forma did not have a line for the Manager to sign so the box "For Office Use Only" was added in order for the Manager/designate to sign and be aware of the availability of Employee. The Manager/designate of the employee must sign/date and forward to Scheduling office or scheduling area. The manager should indicate the date he/she received the pro-forma from the employee, if the form needs to be reviewed for acceptability, do not sign until considered acceptable.