
SCHEDULING – REPORTING – HR-III-4

POLICY:

It is the responsibility of OPTIONS NORTHWEST departmental managers to establish work schedules to meet the functional requirements for the efficient operation of their respective areas of assignment, within the parameters of any applicable collective agreement language and the diverse needs of people supported. Work assignments are to be made on as equitable a basis as possible, providing the employee(s) concerned has the necessary skills and ability to perform the work in an efficient manner. Due to staffing requirements for people receiving services, management may assign employees to work from one area to another or from one classification to another, as necessity dictates.

Employees are responsible to report for work as scheduled, to submit advance notice requests for time off and for providing appropriate advance notification to their Supervisor/Manager/Director/Designate, regarding any inability to report for work as scheduled.

PURPOSE:

1. To ensure the needs of people supported are met through adequate staffing, as appropriate.
2. To maintain operational efficiency.

PROCEDURE:

1. The Manager/Supervisor/Director shall ensure work schedules are posted (where required) in accordance with the applicable contract language and/or policies and procedures. Employees shall have reasonable notice of their work schedules.
2. Employees may request time off in accordance with policies, procedures and directives, including Policy HR-III-44, "Request for Days Off and Exchange of Shifts", and where applicable contract language. Short notice requests for time off, where allowed, must be made speaking directly with an employee's Supervisor/Manager/Director, as applicable.
3. If an employee is unable to report for work as scheduled, he/she must notify and speak with his/her Supervisor/Manager/Director with as much advance notice as possible and provide an acceptable reason for their inability to report for work.

POLICY: HR-III-4
DEPARTMENT: Human Resources
CATEGORY: Working Conditions
EFFECTIVE DATE: July 2021
SUPERSEDES VERSION DATED: August 2009
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RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services (all)

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be "O. P. [unclear]", written over a horizontal line.