

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: On-Call Scheduling

PROCEDURE NO: HR 500.11

REPLACES: None

PAGE(S): 2

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DATE: 10/2018

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## PURPOSE:

To establish guidelines for assigning on-call variable staff to ensure proper coverage for our 24/7 jobs is established and maintained.

## POLICY:

If an employee is hired as variable status or request to be moved to a variable status, the employee will be required to provide an availability worksheet and be scheduled a minimum of one shift per week, or with approval, three shifts per month if there is an open shift during any of the hours they indicated they were available to work. Any exceptions to the number of work days per month must be documented and approved by the Administrator/Director of the department. These shifts may be used to cover vacation request or they may be used to cover an unplanned call-off. If a variable hour employee is on the schedule as an "on-call" shift they will be notified no later than two hours after their schedule shift time if they are needed. If they are not contacted within that time period they will not be required to come in for that shift. If they are called in, they will be expected to arrive within one hour or at the start of the shift (whichever is later).

If an employee is scheduled and does not respond to a request to come to work it will be considered a no call/no show and will be subject to the appropriate disciplinary action.

Variable hour employees must provide proper notice to the department scheduler if they are not going to be available to work for personal reasons (i.e. vacation, sick, jury, etc.).

If a department does not have the required number of variable hour employees to cover all open shifts, the scheduler will notify all employees of the opening and the shift can be picked up by any other employee.

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Position: \_\_\_\_\_

Please list the days and hours you are available for work. Variable hour employees must pick two shifts per week they are willing to be scheduled to work or be available as on-call.

| Days      | Day Shift<br>6a-2p | Evening/Swing Shift<br>2p-10p | NOC Shift (shift differential)<br>10p-6a |
|-----------|--------------------|-------------------------------|------------------------------------------|
| Monday    |                    |                               |                                          |
| Tuesday   |                    |                               |                                          |
| Wednesday |                    |                               |                                          |
| Thursday  |                    |                               |                                          |
| Friday    |                    |                               |                                          |
| Saturday  |                    |                               |                                          |
| Sunday    |                    |                               |                                          |

I am available to work on the above days and hours as indicated. If at any time in the future my availability changes I will notify my scheduler and complete a new availability form. I understand to stay employed as a variable hour employee I must be able and willing to work one day a week if there is a need on the day(s) I marked above.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name (Please Print)

\*Mennonite Village operates 24 hours a day; 7 days a week. If your normal workday falls on a holiday, you will be expected to work as scheduled unless a time off request has been approved by your supervisor.