

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: On-Call Scheduling

PROCEDURE NO: HR 500.11

REPLACES: None

PAGE(S): 2

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DATE: 10/2018

PURPOSE:

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

POLICY:

If an employee is hired as On-Call or request to be moved to an On-Call status, the employee will be required to provide an availability worksheet and be scheduled a minimum of one shift per week, or with approval, agree to pick up a minimum of 3 shifts in a 30 day period. Any exceptions to the number of work days per month must be documented and approved by the Administrator/Director of the department and the Human Resources Director. These shifts may be used to cover vacation request or they may be used to cover an unplanned call-off. If an On-Call 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.

On-Call 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 On-Call employees to cover all open shifts, the scheduler will notify all employees of the opening and the shift may be assigned to a Part-time or Full-time employee.

Name: _____
 Department: _____
 Position: _____

Please list the days and hours you are available for work. Part-Time employees must pick a minimum of two shifts per week they are willing to be scheduled to work and On-Call must pick a minimum of one shift per week.

Days	Day Shift 6a-2p (may vary slightly)	Evening/Swing Shift 2p-10p (may vary slightly)	NOC Shift (shift differential) 10p-6a (may vary slightly)
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 an On-Call 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 or if approved 3 shifts per month.

 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.