

IMPORTANT NOTICE



SEIU-West

ALERT to Members Employed in Health Regions as Other Than Full-time (OTFT) Employees

There will be a significant change to your Call-In System as of January 26, 2011.

In order to prepare yourself for this change, there are some things you need to know and do:

- ***The DEADLINE for you to submit changes to your Pro-Forma Call-In Availability Form is JANUARY 9, 2011 – all changes that you submit will take effect February 1st;***
- ***You can ONLY change your Pro-Forma on a quarterly basis – after January 9, the next deadline is April 8, 2011; and***
- ***You need to submit a Pro-Forma for each and every Call-In List that you are on – this is IMPORTANT***
- ***Keep a copy of all Pro-Forma Forms that you submit noting date submitted and to whom you have submitted it.***
- ***As of January 26 – the Employer will begin to schedule/assign additional hours of work based on the information contained in your Pro-Forma – this is how it will work:***
 - ***The posted and confirmed period: (Weeks 1, 2, 3) 2 calendar weeks in advance of the actual week being worked/a week begins @ midnight Saturday - you will still get a call and be offered additional hours of work within the posted and confirmed period based on your Pro Forma availability and the seniority rules; you have the ability to decline such hours;***
 - ***Weeks 4, 5, 6 & 7: the weeks immediately following the posted and confirmed period – you will be scheduled additional hours of work based on your Pro Forma availability and the seniority rules; you have only 3 days to identify conflicts***
 - ***Weeks outside of week 7: you may get a call and be offered additional hours of work outside of the posted and confirmed period and the 4 week scheduling period based on your Pro Forma availability and the seniority rules; you have the ability to decline such hours.***
- Scheduling – important times
 - The Provisional Schedule will be posted and confirmed on a weekly basis.
 - Provisional Schedule will be posted every Wednesday at 11 a.m.
 - Short Term Period of Unavailability can be submitted every week; no later than Monday 11 a.m.

- Should you notify the scheduler of any scheduling problems/conflicts/errors by Friday 11 a.m., your preference of where to work should be considered, when the Employer makes changes.
- **Timeline for new Call-In Provisions:**
 - Wednesday, January 26 - 1st weekly Provisional Schedule will be posted for the seven week period commencing January 30;
 - Posted and Confirmed period: January 30 to February 19
 - Weeks 4, 5, 6 & 7: February 20 to March 19
 - Weeks Outside of week 7: March 20 & later
 - You should look at the Provisional Schedule posted on Wednesday at 11 am and identify to the Employer by 11:00 a.m. on Friday any problems that exist.
 - Once the Provisional Schedule is confirmed (as of Sunday, January 30), these hours are guaranteed (subject to Article 13.05 g) and you will be expected to work all scheduled additional hours **OR** you must request time off under the collective agreement (vacation, time-in-lieu, leaves of absence, etc.). Such requests must be approved in the usual manner.
 - You should check the schedule every week, as your hours may be enhanced unless your Pro Forma states no enhancements.
- **Short Term Period of Unavailability:** this written request is used to suspend your Pro-forma; it must be submitted by Monday at 11 AM; it should set out the dates/times that you are unavailable and must be a period of less than one week. Always keep a copy of this for your Records.
- **What Information Can you Include on Your Pro-Forma?**
 - You can indicate that you will only accept Call-In on an offer & accept basis within the Posted and Confirmed Period and Outside of the 7 Week Provisional Schedule;
 - You can indicate that you will only be scheduled (Week 4-7) specific to Days on a Monday to Friday basis – to ensure that you are not scheduled for unsociable shifts (Evenings, Nights, Weekends);
 - You can indicate different availability times if you are on more than one call-in list. For example, you can indicate that you will be scheduled on one Pro Forma (Job 1), and indicate that you will only accept Call-In on an offer & accept basis within the Posted and Confirmed Period on your other Pro Forma (Job 2); in this way, if you earn a higher wage in Job 1, you will not risk being scheduled in Job 2 and as a result be unable to pick up shifts in Job 1 due to being unavailable.

**** NOTE ****

If you choose to restrict your availability to an offer & accept basis, you will not get shifts assigned in weeks 4, 5, 6 & 7, and junior members may get those shifts instead.

