

# MLPS Scheduling Information for New Part Time Hires

**Scheduling Cell #:** 519 719 9424

## **Shift Exchanges** [Page 27 Article 36.03]

- Can only exchange for a shift within the same pay period as the one you are exchanging
- ACP can exchange with PCP but two ACP's **cannot** work on the same truck
- ACP's can't exchange into any NICU shifts
- You cannot work more than 60 hours in a row without having 24 hours off or more than 60 hours in a week
- You must have at least 8 hours off in between shifts
- Shift exchanges will not be looked at until they are confirmed
- Part time employees cannot exchange shift that are not equal in hours with other part time employees

## **Open Shift Requests**

- **Not allowed for Part Time employees**
- You are allowed to make these requests if you enter a part time contract
- Allowed 24 per year
- Cannot switch out of a weekend shift and into a week day shift (weekend = Friday N, Sat D/N and Sunday D)
- Must be within the same pay period

## **Vacation Requests**

- You start out with getting 2 weeks of unpaid vacation per year (as you will receive vacation pay in lieu of). 4 Part time employees are allowed to take the same week off at a time. These requests are made in Time manager using the Time off Request function and requesting a full Sunday to Saturday period.
- Part time are not allowed to request individual unpaid vacation days

## **Part Time Availability** [page 28 Article 36.04]

- Must submit availability for each quarter of the year
- Minimum two 24 hour periods a week with minimum 1 24 hour period on a weekend each calendar month
- PT can be scheduled for a max of 72 hours in a pay period
- Must have min 1 shift of availability of Dec. 24 N, 25 D/N, 31 N or Jan 1 D

## **Distribution of Shifts**

- Shifts <14 days away
- Shift are distributed in seniority order with everyone getting a start of 24 hours a week, if availability permits, before moving on to the next person to give out shifts

- If there are more shifts to distribute and scheduling has reached the bottom of the list then they return to the top of the PT list
  - o Fill by seniority up to a max of 36
  - o Fill by seniority up to a max of 48
  - o Fill by seniority up to a max of 60
    - Remember you can't go over a total of 72 hours in the pay period
- Open Shifts that need to be filled >14 days from current day will be filled by the scheduler based on your availability. These will not be done by a call out. You will be notified by email if you have been scheduled for a shift.
- Part time are responsible for all shifts that have been assigned to them /accepted through a call out. You are not allowed to give back a shift.

### **Shift Distribution for new Hires**

- New hire groups will be given shifts on a rotational basis until they have worked 15 shifts (minimum 4 hour shift)
- The rotational order will be determined by draw of names
- New hire staff with less than 15 shifts will be **restricted** from any shift trades
- Staff with less than 15 shifts are not able to work with an ACP medic