STAFF SCHEDULING

**Purpose:** To outline the scheduling policies for Facility Operations Staff

**Scope:** Facility Operations Staff

**Policy:**

I. **SCHEDULING POLICY**
   a. Staff must submit their individual semester availability for the upcoming semester on WhenToWork (www.whentowork.com) by a designated date.

   b. The professional staff have the responsibility to schedule the staff based on facility hours and availability of the individual.

   c. Failure to submit availability by the designated date may result in not receiving shifts for the semester.

II. **STAFF SCHEDULING PROCEDURE**
   a. The Staff member must go to the website www.whentowork.com and login using their credentials given to them.

   b. Once logged in, the Staff member must block off any times they cannot work.

   c. A new window will open up and the Staff will click on the “Paint Icons” on the left middle area of the screen that are red in color and read “Cannot Work”.

   d. Lastly, the Staff will highlight the times/days they cannot work and will click “Save” to finish.

   e. The Coordinator will then Auto-Schedule the staff and accept any adjustments as needed. Staff are permitted to trade or drop shifts as needed as well.

   f. Breaks and holiday schedules will be determined by facility hours and availability.

III. **FACILITY TECHNICIAN SCHEDULING PROCEDURE**
   a. Facility Technicians will select their schedule based on availability and it will be entered into When to Work by the Facility Technician Office Manager.

   b. Facility Technicians are expected to stagger their schedules so that there is at least one Facility Technician present on each week day.

IV. **TRADING/DROPPING SHIFTS-GENERAL POLICIES**
   a. Employees have the option to trade or drop a shift on When to Work, however, they are responsible for ensuring they have coverage for the assigned shift.

   b. Employees who fail to obtain coverage (recorded on When to Work prior to the start of the shift) will be held responsible for missing the shift unless excused by a professional staff member.
Procedure:

I. TRADING/DROPPING SHIFTS IN WHEN TO WORK
   b. Login using your own username and password.
   c. Go to “My Schedule” Weekly tab.
   d. Click on the shift or class you would like to drop.
   e. Click “Add Shift to Trade Board”.
   f. Choose “Drop”