

## **SCHEDULING POLICIES AND PROCEDURES**

### **Purpose:**

The purpose of this policy is to explain the policies and procedures for scheduling and clocking-in/-out

### **Scope:**

This policy applies to all employees in the Competitive Sports program

### **Policy & Procedure:**

#### **I. WHEN TO WORK**

- a. WhenToWork (whentowork.com) is the internet software used to create schedules on a weekly basis. The schedule is created with a workweek of Sunday to Thursday. All availability and preference settings should be updated weekly online no later than Wednesday at 11pm. The schedule will be published on Thursday.
- b. If an employee does not update their availability in time and is scheduled to work, that employee is responsible for getting their shift covered no matter the circumstance. Employees may utilize the trade board feature on WhenToWork when trying to get a shift covered or are looking to cover a shift for someone else. If an emergency should arise, the employee should contact one of the Competitive Sports Professional Staff as soon as possible.
- c. When to Work has several functions available to the employees:
  - Setting availability for the following week
  - Tracking hours
  - Requesting time off
  - Setting preference to different positions
  - Printing out schedules
  - Viewing other employees' availability (if trying to find a cover)

#### **II. CHECKING IN or OUT FOR A SHIFT**

- a. The Recreational Sports Department uses Oracle software to keep track of employee hours. Employees must clock in and out of shifts at one of three Kaba time clocks. These time clocks are located:
  - i. In the Facility Program Assistant Office: Go directly through the turn styles, turn right, and it is the first door on the right
  - ii. In the Storage room downstairs: Go directly through the turn styles, take a right, go down the stairs and it is across from the Women's Locker Room straight ahead
  - iii. At the Recreational Sports Complex: Go into the office and get the code to open the door to the closet where the clock is located (the door is located on the side of the building and is the last door on the right). Or
  - iv. At the Club Sports Complex all staff will clock in and out with the manual time clock in the office at the complex.
- b. When an employee is hired, the Department is responsible for getting the employee's fingerprints scanned at the Kaba time clock. The employee then uses their fingerprint to clock in and out. If the student has multiple employee roles they will need to select "job selection" then choose the job they are working at that particular shift.

- i. If an employee should forget to clock in or is having issues clocking out, they must find a Site Manager and complete a Missing Punch document. If there is an issue with your hours or timesheet the employee should contact Jason James, Senior Coordinator for Competitive Sports.