

STAFF SCHEDULING

Purpose: To outline the scheduling policies for Facility Operations Staff

Scope: Facility Operations Staff

Policy:

- I. Ramsey OPS STAFF SCHEDULING PROCEDURE
 - a. The Staff member must go to the website www.whentowork.com and login using their credentials given to them.
 - b. The staff member will pick up their shifts based on requirement given by professional staff.
 - c. Breaks and holiday schedules will be determined by facility hours and availability.

- II. FACILITY TECHNICIAN SCHEDULING PROCEDURE
 - a. Facility Technician shifts are a minimum of two hours long, and must be scheduled between the hours of 9am and 5pm Monday through Friday.
 - b. No more than two Facility Technicians may be scheduled at once.
 - c. Facility Technicians may choose their own schedules, as long as there is adequate coverage throughout the week.

- III. EVENT MANAGEMENT SCHEDULING PROCEDURE
 - a. Event Management shift times will be determined by the events hosted.
 - b. Shifts will be added to WhenToWork as events are approved and added to the calendar. Staff will pick up shifts based on their availability.

- 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
 - a. Visit www.whentowork.com.
 - 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”