



EMPOWERING

LEADERS

2024 UNA
LABOUR SCHOOL

Scheduling Workshop



April 22-25, 2024 | Canmore, AB

	WEEK 1							WEEK 2						
	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Line 1	😊	😊	🍄	🍄		X	X		🍄	🍄	🍄		X	X
Line 2	😊	😊	😊	X	X	😊	😊	🍄	🍄				X	X
Line 3	😊	😊	😊	😊	😊	X	X	X	X	🐢	🐢	🐢		
Line 4	🐢	🐢	🐢	X	X	🐢	🐢	X	X			😊	😊	😊

Shift Legend

0700-1515 😊

1500-2315 🐢

2300-0715 🍄

Land Acknowledgement

Treaty 7

United Nurses of Alberta respectfully acknowledges that the land on which we are privileged to gather is located on the territory of Treaty 7 and encompasses the homes, travelling routes, and meeting grounds of many whose histories, languages, and cultures continue to influence our service and advocacy as members of the nursing profession. These include Métis, Stoney Nakoda, Tsuut'ina, and Niisitapi (Blackfoot), among them Siksika, Kainai, and Piikani, and many other Indigenous peoples. Our recognition of this land is a small but important part of our responsibility in reconciliation and an expression of our gratitude to those on whose territory we reside or are visiting.



Housekeeping



“1990 Round of Bargaining”

2022 vs 1920 annual hours for Full-time Employees

Summary of Scheduling Provisions: Articles 7, 30, 37, and LOU's 10 and 23

This workshop is based on the current
UNA/AHS Provincial Collective Agreement
- April 1, 2020 to March 31, 2024



Definitions

Week:

Seven consecutive days commencing at 0000 hours on a day determined by the Employer.

- ★ The first day of the week must be noted on the schedule. (LOU #10)

7 Consecutive days
Starts at 0000 Hours

Weekend:

A Saturday and the following Sunday, with a minimum of 56 hours off duty.

- ★ This ensures that if you work late on the Friday before the weekend, you will have two full days off and not return to work until the evening shift on Monday. Not more than 1 hour is worked on the Sunday.

Saturday
and following
Sunday

56
Minimum hours
off duty

Definitions

Extended Weekend:

A Saturday and the following Sunday, assuring a minimum of 79.75 hours off duty.

- ★ This assures additional time off either before or after Saturday and Sunday. Not more than 1 hour is worked on the Sunday.

Designated Days of Rest:

Sometimes called 'X' or 'O' days, they are days where a nurse is specifically scheduled not to work.

- ★ Working on a designated day of rest requires the payment of overtime. (See Letter of Understanding re: Scheduling)

Saturday
and following
Sunday

79.75
Minimum
hours off duty

'X' Or 'O' = No work

General Provisions for Full-time and Part-time Employees

Schedule Posting



<https://www.una.ca/document/policiesandprocedures>

- ▶ Shift schedules are to be posted 12 weeks in advance, unless there is agreement between the Local and Employer for a shorter period.

★ Upon request the Employer is to provide a copy of each shift schedule to the Union.

- ▶ The Collective Agreement does not require any specific labeling system. “N” under the word “Monday” may mean the Employee starts work at 2300 hours Sunday or may mean the Employee starts work at 2300 hours on Monday.

★ Prior to looking at any schedule, it is vital to know what labeling system is being used.

General Provisions for Full-time and Part-time Employees

Schedule Changes

- ▶ An Employer cannot unreasonably deny a request for a shift change from a nurse if there is no additional cost and it is operationally possible.
- ▶ Once posted, schedules can be changed by the Employer.

★ If less than 14 days notice is provided, the 2X penalty rate applies for the first shift of the changed schedule.

- ▶ Part time nurses can agree to change their scheduled day of rest with less than 14 days notice. (Within the cycle of the shift schedule)

7.02 (a)

Employees, in the course of their regular duties, may be required to work on various Shifts throughout the 24 hour period of the day and the seven (7) days of the week. The Shift where the majority of hours worked fall between 2400 and 0800 hours is the first Shift of the working day.

Schedule Changes

M	T	W	Th	F	S	S
Original Schedule						
N	N	X	X	X	D	D

Schedule Changes

M	T	W	Th	F	S	S
Original Schedule						
D	D	D	-	-	N	N
New Schedule						
N	N	N	-	-	N	N

The Employer changes your 3-day shifts to 3-night shifts with 12 days' notice – what is the penalty, if any?



Schedule Changes

M	T	W	Th	F	S	S
Original Schedule						
D	D	N			N	N
New Schedule						
D	D	N	N			N

The Employer changed| your night shift on Saturday to a night shift on Thursday with 12 days' notice. What is the penalty, if any?



Employee Shift Exchange

- ▶ Employees can exchange shifts or portions of shifts among themselves,
 - Provided there is written agreement between the Employees of the change
 - There is prior approval from the Employees' immediate supervisor
 - There are no additional costs
- ▶ When the exchange of a full shift involves a designated day of rest, the day of rest will also be moved. The designated day of rest will not be moved if only a portion of shift is exchanged.
- ▶ Casual employees can also exchange shifts.
- ▶ Such exchange shall be recorded on the Shift schedule.
- ▶ 8hr and 12hr Employees may be able to exchange portions of their shifts with each other.

Reporting Pay

- ▶ If you show up for work and the Employer sends you home, you should receive 4 hours pay at the applicable rate, not including shift or weekend premiums.
- ▶ If less than 4 hours remain in the shift and you are sent home, you shall be paid for the remaining hours of the scheduled shift at the applicable rate of pay, not including shift or weekend premiums.
- ▶ A Regular or Temporary Employee should also receive reimbursement for any legitimate transportation costs you incurred coming into work.

7.75 Hour Rotations

Regular Hours of Work

Full-time

Shifts are 7.75 hours per day (though part-timers may work less than 7.75 hours), with an average of 36.81 hours worked over a four-week shift cycle.

- ✓ All full-time shift cycles must be a multiple of four weeks.
- ✓ The 7.75 hour shift includes two, paid 15-minute rest breaks scheduled by the Employer and one unpaid 30-minute meal period.
- ✓ A request for a longer meal period will not be unreasonably denied.

$$\begin{array}{l} 7.75 \text{ hrs/day} \\ \times 19 \text{ days} \\ \div 4 \text{ weeks} \end{array}$$

Scheduling Rules

Full-time and Part-time Employees

Available shift patterns include:

- Days/evening/nights (which the Employer is obligated to minimize);
- Evening/days;
- Nights/days or permanent days.

Unless otherwise agreed, you are to be assigned at least 2/5 of the shift cycle as day duty, unless it is mathematically impossible to achieve.

Only available on your request:

- Permanent evenings,
- Permanent nights,
- Nights/evenings

If you have worked any 'by request' shift patterns for more than 12 months, you can 'revert' back to one of the other regular shift patterns by giving notice to the Employer. After checking with any other Employees working 'by request' shift patterns, the Employer will post a new shift schedule within 12 weeks of the initial request.

Standard Provisions

- ▶ At least 15 hours off duty between shifts
- ▶ At least 2 consecutive days of rest - no single days of rest are permitted.
- ▶ Not more than 6 consecutive scheduled days of work
- ▶ Days of rest on half of the weekends in a complete shift cycle without working more than two consecutive weekends, with one extended weekend in each 4-week period.
- ▶ If possible, you should not have to work beyond 1800 hours before your designated days of rest when your designated days of rest fall on a weekend.

Standard Provisions

For Part-time Employees, the provisions are the same except:

- ▶ Part-time Employees will have 9 designated days of rest (the same number as a Full-timer) every 4-week period, which can be exchanged with non-designated days with no penalty if the Employee agrees.
- ▶ “An average of at least 2 consecutive days of rest per week”

Optional Provisions

Option I and II shift schedules can only be implemented with agreement between the Union and the Employer.

Option I:

- ▶ Option I differs from the standard provision by providing days of rest on alternate weekends, but allows working up to 7 consecutive scheduled shifts in a row, once every 4-week shift cycle.
- ▶ Part-time Employees will have 9 designated days of rest every 4-week period, which can be exchanged with non-designated days with no penalty if the Employee agrees.

Optional Provisions

Option I and II shift schedules can only be implemented with agreement between the Union and the Employer.

Option II:

- ▶ As a holdover from a previous agreement, Option II does not really appear to provide any benefit under the current scheduling provisions. It gives the same weekends off as the standard provision, but you can end up working up to 7 days in a row, twice in a 6-week period.
- ▶ Part-time provisions are the same as in Option I

Article 7.03 (d)

Line Selection

The Employer shall have discussions with the Local regarding the new schedule to agree on a reasonable timeframe.

If agreement cannot be reached:

DRAC

Arbitrator

Article 37: Extended Work Day

Standard Extended Workday Provisions

- ▶ There must be a signed agreement between the parties to implement Article 37 schedules that includes
 - The applicable nursing unit
 - The applicable positions
 - The applicable extended workday options
- ▶ Either party can terminate the agreement with 12 weeks written notice. Where a change occurs, the resulting changes to hours per shift and shifts per shift cycle for part-timers will not be considered a violation of Article 30.01(a).

Article 37: Extended Work Day

Standard Extended Workday Provisions

- ▶ At least 22.5 hours off duty between extended shifts
- ▶ At least 2 consecutive days of rest per week
- ▶ Not more than 4 consecutive extended shifts, nor more than 4 extended shifts per week.
- ▶ 2 weekends off duty in each 4 week period, where a weekend is Saturday and the following Sunday with at least 59 hours off. Where possible, 1 weekend in each 4-week period will be an extended weekend (Saturday and the following Sunday) with a minimum of 79.75 hours off duty.
- ▶ Where possible, you should not have to work beyond 2000 hours on the day preceding your designated days of rest when they fall on a weekend.

11.08 Hour Extended Work Day

Shift is

11.08 = **11:05**
Hours Hours Min

Average hours per week over 1
complete 6-week shift

36.93
Hours

11.08 x **20** ÷ **6**
Hours Shifts Weeks

Time in the hospital shall
not exceed

12:15
Hours Min

★ Shift cycles MUST be 6 weeks or in multiples of 6 weeks

11.08 Hour Extended Work Day

Regular Hours of Work:

Shifts are **11.08** Hours per day

- ▶ Will include three, paid 15-minute rest breaks scheduled by the Employer
- ▶ Will include either two 30-minute or two 35-minute unpaid meal periods, at the Employers discretion
- ▶ Two or more rest and meal periods may be combined by agreement

2x30 Minutes Meal breaks

you will spend 12 hours and
5 minutes at work with a
5-minute report.

2x35 Minutes Meal breaks

you will spend 12 hours and
15 minutes at work with a
15-minute report.

Scheduling Rules

Available shift patterns include nights/days or permanent days.

- ▶ Permanent nights are only available at the request of the Employee (applying on a position with permanent nights is the same as requesting it).
- ▶ If you have worked any 'by request' shift patterns for more than 12 months, you can 'revert' back to one of the other regular shift patterns by giving notice to the Employer.
- ▶ After checking with any other Employees working permanent nights, the Employer will post a new shift schedule within 12 weeks of the initial request.
- ▶ If you are working a nights/days rotation, you should get at least 47.75 hours off when changing from a night shift to a day shift. Half of the shifts should be day duty.

9.75 Hour Extended Work Day

Shift is

9.75 = **09:45**
Hours Hours Min

Regular Hours of Work:

Shifts are **9.75** Hours per day

- ▶ Will include three, paid 15-minute rest breaks scheduled by the Employer
- ▶ One unpaid 30-minute meal period
- ▶ A request for a longer meal period shall not be unreasonably denied
- ▶ Two or more rest and meal periods may be combined by agreement

Average hours per week over
1 complete 5-week shift

9.75 x **19** ÷ **5**
Hours Shifts Weeks

37.05
Hours

Conducting an Initial Review

1. First day of the schedule
2. Start and end time for each shift on the schedule and the corresponding signifier for that shift
 - (ie. D = 0700-1515; d = 0800-1615)
3. Are 'x' days clearly identified for part time employees
4. FTEs of each line
5. Clarity regarding nights (ie. Does the 'n' on the schedule signify the day the shift starts or the day where the majority of the hours fall)

LETTER OF UNDERSTANDING #NEW 23

RE: ALTERNATE EXTENDED WORK DAY SCHEDULING OPTION

The parties agree there will be an additional optional extended work day scheduling system available which may be applied upon mutual agreement pursuant to Article 37.01(a).

Option III: 11.08 Hour Extended Work Day
(4 On/4 Off)

Letter of Understanding #23



Letter of Understanding #New 23

11.08

Hours shifts

24

Week shift cycle

- Not more than four consecutive extended Shifts followed by at least four consecutive days of rest ensuring a minimum of 95.75 hours off duty.
- Four additional days of rest scheduled within the 24-week Shift Cycle
- At least 25% of weekends off duty in each 24-week Shift Cycle (can work 18 out of 24 weekends)

Letter of Understanding #New 23

- (i) permanent days, or
- (ii) permanent nights (Employee request only), or
- (iii) days and nights rotation as follows:
 - (1) two day Shifts followed by two night Shifts; or
 - (2) three day Shifts followed by one night Shift; or
 - (3) a combination of (1) and (2) above.

Letter of Understanding #New 23

(Continuation)

Amend article 30:

an average of at least three (3) days per week shall be scheduled as designated days of rest, and at least two (2) such days of rest per week shall be consecutive for a total of 88 in a twenty-four (24) week period.

Extended Work Day List

Refer to page 22 of workbook

EXTENDED WORK DAY LIST

Local #: _____ Unit: _____

Length of Shift Cycle: (#of weeks) _____

Applicable Option: Option I: _____

Option II: _____

Option: III: _____

Number of Regular Full-time Positions: _____

Number of Regular Part-time Positions: _____

Part-time FTE	Number of Positions	Number of Shifts in Shift Cycle

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNION

DATE

DATE



Article 12: Seniority

Article 12 Seniority

12.02 Seniority shall be considered in determining:

(a)(i) selection of newly created shift schedules of the same full-time equivalency, subject to Article 7: Hours of Work and Scheduling Provisions. For “at” Employees the selection to occur within the unit, for “at or out of” Employees the selection to occur within the program and site. This provision shall not be used to change from the standard workday to the extended workday (or vice versa);

(ii) selection of vacant shift schedules of the same full-time equivalency, subject to Article 7: Hours of Work and Scheduling Provisions. For “at” Employees the selection to occur within the unit, for “at or out of” Employees the selection to occur within the program and site. For Employees in temporary positions, this provision shall not be used to change from the standard workday to the extended workday (or vice versa);

Letter of Understanding #10 Re: Scheduling



Letter of Understanding #10 Re: Scheduling:

- ▶ For the purposes of Article 7: Hours of Work and Scheduling Provisions, the parties agree to the following:
 1. Article 7.02(a) shall apply as written, but does not obligate the Employer to any specific labeling system. However, for Employees working night Shifts, at no time shall an Employee be scheduled to work more than one hour on a day considered to be a scheduled day of rest.

Letter of Understanding #10 Re: Scheduling:

(Continuation)

- ▶ For the purposes of Article 7: Hours of Work and Scheduling Provisions, the parties agree to the following:

2. For the purposes of Article 7.02(g)(ii) "two consecutive days of rest" shall mean:

- For Employees moving from day shift to day shift - two complete calendar days off, ensuring a minimum of 63.75 hours off duty.
- For Employees moving from day shift to evening shift - two complete calendar days off, ensuring a minimum of 71.75 hours off duty.



Letter of Understanding #10 Re: Scheduling:

(Continuation)

- ▶ For the purposes of Article 7: Hours of Work and Scheduling Provisions, the parties agree to the following:

2. For the purposes of Article 7.02(g)(ii) "two consecutive days of rest" shall mean:

- For Employees moving from day shift to night shift - one complete calendar day off, one day where no more than one hour is worked ensuring a minimum of 55.75 hours off duty.
- For Employees moving from evening shift to day shift - two complete calendar days, ensuring a minimum of 55.75 hours off duty.

Letter of Understanding #10 Re: Scheduling:

(Continuation)

- ▶ For the purposes of Article 7: Hours of Work and Scheduling Provisions, the parties agree to the following:

2. For the purposes of Article 7.02(g)(ii) "two consecutive days of rest" shall mean:

- For Employees moving from evening shift to night shift - one complete calendar day off, one day where no more than one hour is worked, ensuring a minimum of 47.75 hours off duty.
- For Employees moving from night shift to day shift - two complete calendar days off, ensuring a minimum of 71.75 hours off duty.

Letter of Understanding #10 Re: Scheduling:

(Continuation)

- ▶ For the purposes of Article 7: Hours of Work and Scheduling Provisions, the parties agree to the following:

2. For the purposes of Article 7.02(g)(ii) "two consecutive days of rest" shall mean:

- For Employees moving from night shift to evening shift - two complete calendar days, ensuring a minimum of 79.75 hours off duty.
- For Employees moving from night shift to night shift - one complete calendar day off, one day where no more than one hour is worked, ensuring a minimum of 63.75 hours off duty.

Letter of Understanding #10 Re: Scheduling:

(Continuation)

- ▶ For the purposes of Article 7: Hours of Work and Scheduling Provisions, the parties agree to the following:
 3. “Week” shall mean seven consecutive days commencing at 0000h, on a day determined by the Employer. The first day of the week shall be noted on the schedule and may be changed by providing 12 weeks’ notice.

The Employer and the Local may mutually agree to amend the minimum of hours off duty by up to 2 hours. The Local shall not unreasonably deny a request to amend the minimum of hours off duty.

Agreement to Amend the Minimum Hours Off Duty by Up to 2 hours pursuant to the Letter of Understanding #10

Refer to page 9 of workbook

AGREEMENT TO AMEND THE MINIMUM HOURS OFF DUTY BY UP TO 2 HOURS PURSUANT TO THE LETTER OF UNDERSTANDING # 10

Fill in the applicable blank(s) with the amended number of hours off as agreed by the parties.

Local #: _____

Applicable Unit, Program or Site: _____

For the purposes of Article 7.02(g)(ii) “two (2) consecutive days of rest” shall mean:

- (a) For Employees moving from day Shift to day Shift – two (2) complete calendar days off, ensuring a minimum of _____ hours off duty.
- (b) For Employees moving from day Shift to evening Shift – two (2) complete calendar days off, ensuring a minimum of _____ hours off duty.
- (c) For Employees moving from day Shift to night Shift – one (1) complete calendar day off, one (1) day where no more than one (1) hour is worked ensuring a minimum of _____ hours off duty.
- (d) For Employees moving from evening Shift to day Shift – two (2) complete calendar days, ensuring a minimum of _____ hours off duty.
- (e) For Employees moving from evening Shift to evening Shift – two (2) complete calendar days, ensuring a minimum of _____ hours off duty.
- (f) For Employees moving from evening Shift to night Shift - one (1) complete calendar day off, one (1) day where no more than one (1) hour is worked, ensuring a minimum of _____ hours off duty.
- (g) For Employees moving from night Shift to day Shift – two (2) complete calendar days off, ensuring a minimum of _____ hours off duty.
- (h) For Employees moving from night Shift to evening Shift – two (2) complete calendar days, ensuring a minimum of _____ hours off duty.
- (i) For Employees moving from night Shift to night Shift – one (1) complete calendar day off, one (1) day where no more than one (1) hour is worked, ensuring a minimum of _____ hours off duty.

ON BEHALF OF THE EMPLOYER

DATE

ON BEHALF OF THE UNION

DATE



How to calculate the full-time equivalent (FTE) of a Part-time Employee

How to calculate the full-time equivalent (FTE) of a Part-time Employee

► STEP 1:

In order to determine the FTE of a Part-time Employee, the average weekly hours must be determined.

So, for example, if you work 7.75 hour shifts and work twelve shifts in a four week shift cycle, you multiply 7.75 (hours) X 12 (shifts) and divide by four (number of weeks). So the average weekly hours are 23.25 hours.

$$\begin{array}{ccccccc} 7.75 & \times & 12 & \div & 4 & = & 23.25 \\ \text{Hours} & & \text{Shifts} & & \text{No. Of weeks} & & \text{average weekly hours} \end{array}$$

How to calculate the full-time equivalent (FTE) of a Part-time Employee

► STEP 2:

Once you have the average weekly hours for the Part-time Employee, you divide this by the average weekly hours worked by a Full-time Employee.

In this example, if the Full-time weekly hours are 36.81 then divide 23.25 by 36.81 to get the FTE of .6316. This would round down to .63 as the third number is less than 5. If the third number is 5 or greater, the FTE is rounded up.

If the Full-time weekly hours are 38.75 then the FTE is .6

If your weekly hours are **36.81**

$$23.25 \div 36.81 = 0.63$$

FTE

(*round down or up)

7.75 FTE Cheat Sheet Based on 36.81 hours/week

Refer to page 18
of workbook

4 WEEKS	
# SHIFTS	FTE
1	.05
2	.11
3	.16
4	.21
5	.26
6	.32
7	.37
8	.42
9	.47
10	.53
11	.58
12	.63
13	.68
14	.74
15	.79
16	.84
17	.89
18	.95
19	1.0

8 WEEKS			
# SHIFTS	FTE	# SHIFTS	FTE
1	.02	20	.53
2	.05	21	.55
3	.07	22	.58
4	.11	23	.61
5	.13	24	.63
6	.16	25	.66
7	.18	26	.68
8	.21	27	.71
9	.24	28	.74
10	.26	29	.76
11	.29	30	.79
12	.32	31	.82
13	.34	32	.84
14	.37	33	.87
15	.39	34	.89
16	.42	35	.92
17	.45	36	.95
18	.47	37	.97
19	.50	38	1.0

12 WEEKS					
# SHIFTS	FTE	# SHIFTS	FTE	# SHIFTS	FTE
1	.02	20	.35	39	.68
2	.04	21	.37	40	.70
3	.05	22	.39	41	.72
4	.07	23	.40	42	.74
5	.09	24	.42	43	.75
6	.10	25	.44	44	.77
7	.12	26	.46	45	.79
8	.14	27	.47	46	.81
9	.16	28	.49	47	.82
10	.18	29	.51	48	.84
11	.19	30	.53	49	.86
12	.21	31	.54	50	.88
13	.23	32	.56	51	.89
14	.25	33	.58	52	.91
15	.26	34	.60	53	.93
16	.28	35	.61	54	.95
17	.30	36	.63	55	.96
18	.32	37	.65	56	.98
19	.33	38	.67	57	1.0

11.08 FTE Cheat Sheet Based on 36.93 hours/week

Refer to page 20
of workbook

6 WEEKS			
# SHIFTS	FTE	# SHIFTS	FTE
1	.05	11	.55
2	.10	12	.60
3	.15	13	.65
4	.20	14	.70
5	.25	15	.75
6	.30	16	.80
7	.35	17	.85
8	.40	18	.90
9	.45	19	.95
10	.50	20	1.0

12 WEEKS							
# SHIFTS	FTE	# SHIFTS	FTE	# SHIFTS	FTE	# SHIFTS	FTE
1	.03	11	.28	21	.53	31	.78
2	.05	12	.30	22	.55	32	.80
3	.08	13	.33	23	.58	33	.83
4	.10	14	.35	24	.60	34	.85
5	.13	15	.38	25	.63	35	.88
6	.15	16	.40	26	.65	36	.90
7	.18	17	.43	27	.68	37	.93
8	.20	18	.45	28	.70	38	.95
9	.23	19	.48	29	.73	39	.98
10	.25	20	.50	30	.75	40	1.0

Schedule Checker Procedure

Refer to page 24
of workbook

Schedule Checker Procedure

1. Where possible the schedule should be provided/ received in Excel format.
2. The Local or LRO will conduct an initial review of the schedule. The initial review will ensure that the following is clearly indicated on the schedule:
 - a. First day of the schedule
 - b. Start and end time for each shift on the schedule and the corresponding signifier for that shift (ie. D = 0700-1515; d = 0800-1615)
 - c. Baseline staffing for each day
 - d. Cycle of the shift schedule
 - e. Are 'x' days clearly identified for part time employees
 - f. FTEs of each line
 - g. Clarity regarding nights (ie. Does the 'n' on the schedule signify the day the shift starts or the day where the majority of the hours fall)
3. The LRO and the Local remain responsible for assessing the schedule's compliance with the employees' letters hire. The schedule must correspond to the number of hours per shift and Shifts per Shift Cycle set out in the letter of hire.
4. Some Labour Relations Assistants receive training to input and run schedules in the checker. Once the schedule includes all of the required information then the LRO will provide the schedule to the assistant to input to the schedule checker.
5. When complete, the assistant will provide the results to the LRO who will review the data for accuracy. The schedule checker is not a replacement for the LRO's attention. It is to be used as a shortcut to identify where there may be problems with the schedule.
6. **CBA Violations** indicates the violation of the collective agreement. These must be corrected.
7. Any errors or concerns with regards to the operation of the schedule checker will be shared by the LRO with their immediate supervisor (ie. Manager of Labour Relations). Any changes to the operation of the schedule checker must be approved by the Manager of Labour Relations. The Manager will communicate the change to the assigned employee in Systems Department who will work with the provider.

Note: The schedule checker is not for use on schedules with fewer than 15 lines. If a schedule has greater than 15 lines, the LRO or Local may choose to use the schedule checker but this is not required

Ability to check:

- ✓ Main body CA shift schedules
- ✓ Local 301 shift schedules
- ✓ Local 183 shift schedules
- ✓ Corrections have the same provisions for 7.75 hour shift schedules as Local 183
- ✓ UNA - MENTALHEALTH
- ✓ UNA - LOCAL 11
- ✓ UNA - LOCAL 82
- ✓ UNA - LOCAL 154
- ✓ UNA - LOCAL 162
- ✓ UNA - LOCAL 196
- ✓ UNA - LOCAL 302
- ✓ UNA - LOCAL 409
- ✓ UNA - LOCAL 418

AutoSave OFF

MCHERRN8-4.xlsx - Read-Only

HomeInsertDrawPage LayoutFormulasDataReviewViewTell me

Paste

Calibri (Body) 11

B I U

Wrap Text

General

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormat

Sort & FilterFind & Select

Analyze Data

A1fxRotation:

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO		
1	Rotation:	MCHERRN8																																								
2	CBA:	UNA																																								
3	Format:	ESP																																								
4	Start Day:	Monday																																								
5	Checked/Solved From:	Monday																																								
6	ID	Notes	AFTE	CFTE	SFTE	Type	Option	Special	Min WEO	Shifts	Week 1							Week 2							Week 3							Week 4										
7											M	T	W	R	F	S	N	M	T	W	R	F	S	N	M	T	W	R	F	S	N	M	T	W	R	F	S	N	M	T		
8											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
9	1		0.84	0.84	0.84	reg7.75	0	0	6	D,N	D	D	X	XN	N	N	N	X	X	N	N	N	N			N	N		X	X	D	D	D	D	X	X	X	D	D			
10	2		0.75	0.75	0.75	reg7.75	0	0	6	D,N	N				X	X	X	D	D	X	X	D	D	D	D				X	X	N	N		X	XN	N	N					
11	3		0.75	0.75	0.75	reg7.75	0	0	6	D,N		X	X	N	N	N	N		X	X					D	D	D	D	D	X	X	X	N	N	N		X	X	N	N		
12	4		0.70	0.70	0.70	reg7.75	0	0	6	D,N		D	D		X	X	X	D	D	X	XN	N	N	N		X	X	N	N	N	N			N	N		X	X	D	D		
13	5		0.70	0.70	0.70	reg7.75	0	0	6	D,N				D	D	X	X	X		D	D	D	X	X	N	N		X	XN	N	N	N		X	X	N	N	N	N			
14	6		0.65	0.65	0.65	reg7.75	0	0	6	D,N	N	N	N			X	X	N	N	N		X	X	X				X	X	D	D		X	X		D	D	D	X	X		
15	7		0.53	0.53	0.53	reg7.75	0	0	6	D,N		N	N		X	X	X	X	N	N					N	N	N		X	X	X	D	D	X	X		D	D		N		
16	8		0.72	0.72	0.72	reg7.75	0	0	6	D,E	E	X	X	D	D	D	D	X	X	E	E		X	X	D	D	D	E		X	X	X		E	E	E	E	E				
17	9		0.72	0.72	0.72	reg7.75	0	0	6	D,E	X	X	D	D	E	E	E	X	X	E	E		X	X	X		E	E	E	E	E			D	D	D	X	X	D	D		
18	10		0.70	0.70	0.70	reg7.75	0	0	6	D,E	D	D	D			X	X	X	X	X		E	E	E			E	E		X	X	D	D	X	X		D	D				
19	11		0.65	0.65	0.65	reg7.75	0	0	6	E			E	E		X	X	E	E	X	X	E	E	E		X	X		E	E	E	E				X	X	X	E	E		
20	12		0.70	0.70	0.70	reg7.75	0	0	6	D,E	E	E	X	X	D	D	D			D	D	X	X	X	E	E	X	X	E	E	E			D	E		X	X	E	E		
21	13		0.63	0.63	0.63	reg7.75	0	0	6	D,E	D	E	E		X	X	X	X	D	D			D	D			D	D		X	X	X	E	E			X	X	X	X		
22	14		0.51	0.51	0.51	reg7.75	0	0	6	E						X	X	X	X	X		E	E	E			E	E		X	X			X	X	E	E	E				
23	15		0.72	0.72	0.72	reg7.75	0	0	6	E	E	E	X	X	E	E	E			E	E		X	X	E	E	X	X	E	E	E	E	E			X	X	X	E	E		
24	16		0.60	0.60	0.60	reg7.75	0	0	6	D,E		X	X	E	E	E	E	X	X	E	E		X	X	X			D	D	D	D			E	E		X	X	X	X		
25	17		0.53	0.53	0.53	reg7.75	0	0	6	D,E				X	X	E	E	E	E			X	X	X	E	E	X	X	D	D			E	E		X	X	X	X			
26	18		0.77	0.77	0.77	reg7.75	0	0	6	D,E	E	E	E	X	X	D	D	D			D	D	X	X	E	E	E		X	X	X	E	E	X	X	E	E	E				
27	19		0.67	0.67	0.67	reg7.75	0	0	6	E			E	E		X	X	E	E	X	X	E	E	E				X	X	X	E	E	X	X	E	E	E	X	X			
28	20		0.42	0.42	0.42	reg7.75	0	0	6	D,E		X	X	E	E			E	E	X	X		D	D					X	X	X			D	D	X	X	E	E			
29	Icon	Name	Measure	Start	End	Hours	Paid																																			
30	X	Day off	Actual								1	5	7	5	6	10	10	8	6	9	6	3	9	9	2	2	5	5	5	11	11	4	1	7	7	4	11	11	5	5		
31	D		Required	7:30	15:45	8.25	7.75				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
32			Actual								3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		

RotationRulesMetadataViolations+

ReadyAccessibility: Investigate

100%



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General

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A1fxID

	A	B	C	D	E	F	G	H	I
1	ID	Description	Type	Day	Positions	Rule Id	Shift	Text	
2				8	7				
3				22	8				
4				15	9				
5				8	13				
6			Best Practice	64	13				
7	bp302d	Regular part-time employees with FTE between 0.4 and 0.84 will have at least two consecutive designated days of rest once per week.	Best Practice	15	16				
8	bp302a	No single blank days off for part-time employees with fte less than 1.	Best Practice	66	13				
9	bp101a	Employees will not be assigned single shifts for fte >= 0.4.	Best Practice	65	13				
10					1				
11		Employees working Shift patterns 7.02(d)(i) [days, evenings, nights rotation], (v) [evenings and days rotation] and (vii) [nights and days rotation], shall			2				
12	cba601	be assigned day duty at least 2/5 of the time during the Shift cycle" - Article 7.02(f)	CBA		3				
13					7				
14	cba706	Shift schedules shall provide for an average of at least two (2) designated days of rest per week" - Article 30.01(b) amending 7.02(g)(ii)	CBA		13				
15									
16									

RotationRulesMetadataViolations+

ReadyAccessibility: Investigate

SCHEDULING

Schedule Exercises and Keys

8 Hour Workshop Rotation

Refer to page 26 of workbook

EMPLOYEE	PLAN		WEEK 1							WEEK 2							WEEK 3							WEEK 4						
		FTE	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Nicole	D/N	1.00	D	D	D	D	D				N	N	N	N	N	N			D	D	D	D	D			D	D	D		
Heather	D/E	1.00	D	D	D			D	D	D	D	E					D		E	E	E	E	E	E		E	E	E		
Richard	D/N	1.00	N	N	N	N	N	N	N			D	D	D			D	D	D	D		N	N	N	N	N	N	N		
Emily	D/N	1.00		N	N	N	N				N	N	N	N	N	N			D	D	D				D	D	D	D	D	D
Julie	D/E	0.63		D	D	D		D	D	D		D	X	X	X	X	E	E		X	X	X	X	X	X		D	E	E	E
Tom	D/N	0.63	D	D	N	N	X	X	X			D	N	N	X	X			X	X	N	N	N				X	X	D	D
Jill	D/E	0.63	D	D	D			X	X	D	D	D		X	X	X			X	X	D	D	D			E	E	E	X	X
Laurie	D/E	0.84	D	D	D	D		X	X	N	N	N	N		X	X		E	E	E	E	X	X	D	D	D	D		X	X
Kris	D/N	0.53	N	N		D	D	X	X	X	X	D			D	D	X	X				D	D	D			X	X	X	

Refer to page 27 of workbook

Rotation:	12 hr workshop rotation
CBA:	UNA
Format:	ESP
Start Day:	Sunday

12 Hour Workshop Rotation - Violation Key

Refer to page 29
of workbook

ID	Description	Type	Day	Positions	Rule Id	Shift	Text
cba106	The day after a night shift cannot be a designated day off.	CBA	13	3			
			42	4			
cba304	Employees must work their designated FTE: this employee is working too many hours per week on average." - Article 37.02 Option I(A) amending 7.01(a)(ii) and 37.02 Option I(D) amending 30.01(a) amending 7.01(a)(i)	CBA		5			
				7			
cba305	Employees must work their designated FTE: this employee is working too few hours per week on average." - Article 37.02 Option I(A) amending 7.01(a)(ii) and 37.02 Option I(D) amending 30.01(a) amending 7.01(a)(i)	CBA		6			
				8			
cba313	Employees shall have 1 extended weekend in each 4 week period" - Article 7.02(g)(v); 37.02 Option I/II(C) 7.02(g)(v) 30.01(b) amending 7.02(g)(v); 37.02 Option I/II(E) 30.01(b)	CBA	1	3			
			29	3			
cba325	Shift schedules shall provide for two (2) weekends off duty in each four (4) week period" - Article 37.02 Option I(C) and II(C) and III(C) amending 7.02(g)(iii) 37.02 Option I(E) and II(E) and III(E) amending 30.01(b) 7.02(g)(iii)	CBA	29	1			
			1	3			
			29	3			
			1	4			
			29	4			
cba411	Shift schedules shall provide for not more than four (4) consecutive extended Shifts nor more than four (4) extended Shifts per week" - Article 37.02 Option I and II (C,E) amending 7.02(g)(iv)	CBA	1	3			
			8	4			
cba605	Employees who are required to rotate Shifts, shall be assigned day duty 1/2 of the time during the Shift cycle" - Article 37.02 Option I (C): 7.02(f)	CBA		1			
				8			
cba707	At least two (2) consecutive days of rest per week" - Article 37.02 Option I(C,E) and Option II(C,E) amending 7.02(g)(ii)	CBA	1	1			
			1	3			
cba711	Extended I part-time employees will have a total of 22 designated days of rest in a 6-week period" - Article 37.02 Option I(E) amending 30.01(b) amending 7.02(g)(ii)	CBA	1	1			
			1	4			

8 Hour Scheduling Key

- ▶ The first day of the week is not noted on the schedule.

Reference Letter of Understanding
#10 Re: Scheduling

- ▶ The Employees names should not be assigned to lines on a newly created shift schedules.

Reference 12.02 (a) (i)

8 Hour Scheduling Key

(Continuation)

Nicole:

Week 3-does not get 2 consecutive days of rest
(working until 0715 on Monday so Monday is
considered a workday.

★ References Article 7.02 (g) (ii),
Letter of Understanding Re: Scheduling

8 Hour Scheduling Key

(Continuation)

Heather:

Week 2-where possible, Employees shall not be required to work beyond 1800 hours on the day proceeding the designated days of rest when designated days of rest fall on a week-end.

★ Reference Article 7.02 (g) (iii)

Week 3-does not have 2 consecutive days of rest.

★ Reference Article 7.02 (g) (ii)

Week 4-does not have 56 hours off over the weekend and does not have 2 consecutive days of rest.

★ Reference Article 7.02 (g) (ii) and (iii)

8 Hour Scheduling Key

(Continuation)

Richard:

Week 1-works 7 consecutive shifts.

★ Reference Article 7.02 (g) (iv)

Week 2-does not have 2 consecutive days of rest as works Monday.

★ Reference Article 7.02 (g) (ii)

Not enough day shifts.

★ Reference Article 7.02 (f)

Too many shifts.

★ Reference 7.01 (a) (ii)

No extended week-end.

★ Reference 7.02 (g) (v)

8 Hour Scheduling Key

(Continuation)

Tom:

Week 1-working on Friday and is marked as an X day

Week 2-working on Saturday which is his scheduled weekend off.

★ Reference Article 30.01 (b) amending 7.02 (g) (iv)

Julie:

Too many shifts for a .63 FTE.

Jill:

Has a compliant shift schedule.

Thank you!

Reminder:

Don't forget to fill out
a feedback form.

