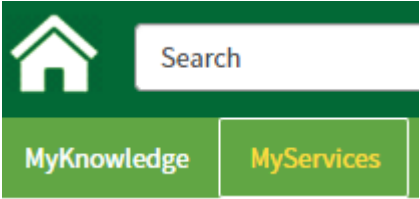
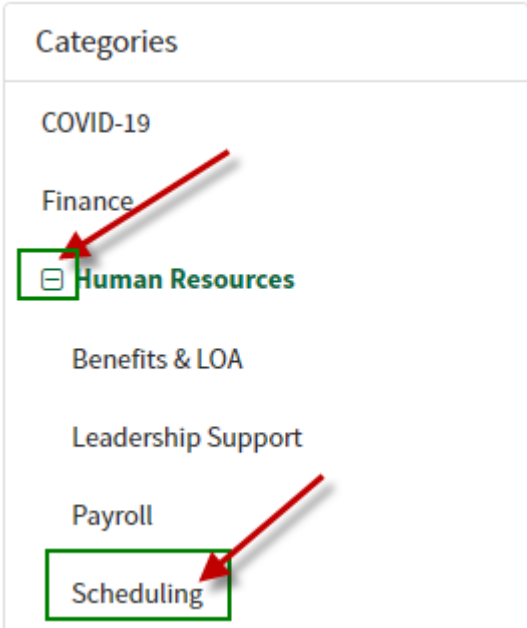
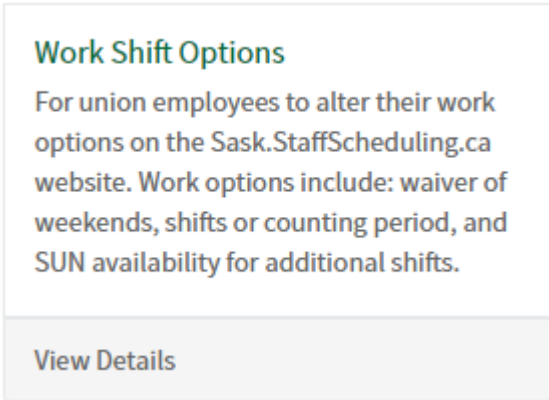




<b>WORK STANDARD</b>	<b>Title: Updating your Work Shift Options</b>	
	<b>Role performing Activity: Employee</b>	
	<b>Location:</b> HR Systems & Analytics	<b>Department/Unit:</b> HR Systems & Analytics
	<b>Document Owner:</b> Jae Senga	<b>Date Prepared:</b> May 31/23
	<b>Last Revision:</b> May 31/23	<b>Date Approved:</b>
<b>Related Policies/Documentation</b>		

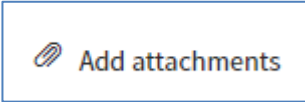

Work Standard Summary: This work standard is to identify how many additional shifts you would like to work for other than full time employees. NOTE – this form allows you to pick positions, but only one submission per employee will be active; every new form you submit replaces the last

<b>Essential Tasks:</b>	
1.	Log In to MyConnection: <a href="https://myconnection.skhealth.ca/esc">https://myconnection.skhealth.ca/esc</a>  Note: these options used to be hosted by staffscheduling.ca but have moved for the upgrade.
2.	On the homepage, click on "MyServices": 

<p>3.</p>	<p>Expand “Human Resources” by clicking the “+” to the left of the word, then click on “Scheduling”:</p>  <p>The screenshot shows a vertical list of categories. 'Human Resources' is highlighted with a green box and a red arrow pointing to its expandable icon. 'Scheduling' is also highlighted with a green box and a red arrow pointing to it.</p>
<p>4.</p>	<p>Click on the tile for “Work Shift Options”:</p>  <p>The tile contains the title 'Work Shift Options', a paragraph of text, and a 'View Details' button at the bottom.</p>
<p>5.</p>	<p>Fill out the form:</p> <p>“Subject Person” is the person whose form this is – typically yourself, but Managers or HR personnel may complete on behalf of others that may require assistance. NOTE: if you pick the wrong person, please go back to the home page and start again.</p> <p>* Subject person </p>  <p>The form shows a dropdown menu for selecting the subject person.</p>

6.	<p>If you have more than one position, pick the position where you pick up most often and the grey fields will complete themselves based on your information. Please note that full-time positions will not be displayed here, as the Work Shift Options tile only applies to Part-Time or Casual positions.</p> <p>* Which position does this apply to? <input type="text"/></p> <p>Union <input type="text"/></p> <p>Reports to <input type="text"/></p> <p>Department - Location <input type="text"/></p> <p>Employment type <input type="text"/></p> <p>Employer/legal entity <input type="text"/></p> <p>NOTE: Only one form will be active for each employee – you CANNOT complete a form for each of your positions. If you choose to complete multiple forms, only the most recent will be active.</p>
7.	<p>Enter your maximum number of shifts if a row you would like to work; leaving this box blank indicates that you do not have a preference:</p> <p>Max shifts in a row:</p> <input type="text" value="Enter number"/>
8.	<p>Enter your maximum number of shifts per counting period you would like to work; leaving this box blank indicates that you do not have a preference (if you do not know how many weeks are in your counting period, please speak to your manager or a union representative):</p> <p>Max shifts per counting period:</p> <input type="text" value="Enter number"/>
9.	<p>Indicate whether or not you will waive your third or fourth weekend premium – the default is “No” (If you do not know what this means, please speak to your manager or a union representative):</p> <p>* Waive 3rd/4th Weekends</p> <input type="text" value="No"/>
10.	<p>If you are in the SUN union, proceed to Step 11. If you are NOT in the SUN union, proceed to Step 16.</p>

11.	<p>Steps 11 to 15 are for informational purposes only – they will not impact your ability to pick up shifts.</p> <p>Use the radio buttons to select whether or not you are typically available for additional shifts. If you indicate “not available” please proceed to Step 16; proceed to Step 12 if you are interested in additional shifts:</p> <p><b>* Select Option</b></p> <p><input type="radio"/> I am not available for any Additional Shifts</p> <p><input type="radio"/> I am available for Additional Shifts</p>
12.	<p>Complete the following fields based on which shifts you are typically available to pick up.</p> <p>Click the boxes to the left of the shift type(s) you are able to pick up to create a checkmark; you may chose as many as you like:</p> <p><b>I am available for the following shifts:</b></p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Nights</p> <p><input type="checkbox"/> Evenings</p> <p><input type="checkbox"/> Weekends</p>
13.	<p>Click the boxes to the left of the waiver(s) you are prepared to waive to create a checkmark; you may chose as many as you like:</p> <p><b>I am prepared to waive the applicable weekend premium: (check to waive)</b></p> <p><input type="checkbox"/> Home Care Consecutive Weekend (Article 7.12(c)(ii))</p> <p><input type="checkbox"/> Home Care and Additional Unit/Facility/Agency Weekend (Article 7.12(c)(iii))</p>
14.	<p>Select “Yes” or “No” from the drop down depending on whether or not you are available for same day call:</p> <p>I am available for same day call?</p> <p>Yes <input type="text"/></p>
15.	<p>Use the text boxes to indicate any factors that might prevent you from picking up shifts:</p> <p>Issues or factors that may affect my availability for same day call</p> <p><input type="text"/></p> <p>Specific days of the week and times that I am not available:</p> <p><input type="text"/></p>
16.	<p>If you have any additional comments, please enter them in this text field:</p> <p>Additional Comments</p> <p><input type="text"/></p>

17.	<p>There is an option to add attachments – please do not use it at this time. This is a standard field in MyConnection and we are unable to remove it for this page.</p>  A rectangular button with a blue border, containing a paperclip icon and the text "Add attachments".
18.	<p>Review your form and press “Submit” on the right when you are finished:</p>  A solid green rectangular button with the word "Submit" in white text.
19.	END.