

COVID-19: SCHEDULING SHIFTS

Intent: Employees work full- or part-time. Part-time shifts are the most variable as availability may be influenced by program requirements, personal restrictions or unplanned needs. Reducing contact between individuals (employees, program participants and others) can help reduce transmission of Covid-19.

Policies and Procedures

1. The supervisor shall arrange the work schedule in consultation with the employee.
2. Employees shall notify their supervisor of personal availability in writing.
 - a. Employees shall use their best efforts to maintain availability for a regular work schedule.
3. The supervisor shall schedule the employee on a regular basis, whenever possible:
 - a. Maintaining work at the same location.
 - b. Working with the same cohort in any given week.
 - c. Working the same hours.
4. Where an unplanned shift arises, due to absenteeism for example, the supervisor may assign an employee or substitute. Where possible, the unplanned shifts should be restricted to:
 - a. Same work location in any given week.
 - b. Same cohort in any given week.
5. Shifts shall be communicated electronically.
6. Full-time employees shall organize their time in MPCC offices in such a way as to minimize sharing a limited space. This may require cooperation in the supervision of programs or other division of work responsibilities.