



GENERAL GUIDELINES

Workforce Management
Office Hours 0500-2030hrs
(705)474-8600 ext 3300/3302

Staff Responsibilities

- All staff illness calls, jury duty, bereavement leave are to be placed by the staff member to the Workforce Management Office at extension 3300. If you are from a Mental Health unit or lodge use extension 3302. Staff illness calls after hours (2000-0500 hours) must be placed to the Nursing Unit/Lodge/Department with subsequent notification to the Workforce Management Office to ensure replacement follow up.

NOTE: Staff members must submit original notification of jury duty to the Manager/delegate.

- All LSS (emergency leave) calls must be made to the Workforce Management Office and will need approval from your Manager or the After Hours Manager. After Hours Manager can be reached at 3315 or cell 705 494-0170
- All staff off on illness are required to call the Workforce Management Office by 1000 hours before the start of their next scheduled shift, to advise whether they will or will not return from illness. Staff members not abiding with this notification will be sent home without pay if they report work.
- Staff must replace their own shifts for vacation or stats when the schedules are already posted.

For future vacation there will be a vacation planner posted and this will be approved by the manager and then sent to the Workforce Planning Support, for other scheduling enquires please contact:

RobinN.Reed@nbrhc.on.ca	Ext 3301
Violet.Bainbridge-Maurice@nbrhc.on.ca	Ext 3303
Louann.Jubinville@nbrhc.on.ca	Ext 3304
Vanessa.Carey@nbrhc.on.ca	Ext 3307

- ONA only - Staff are required to fill out an Hours of Availability form with the amount of hours they prefer to work per pay period which can be obtained from your manager. This can be done at time of hire/change in status/at time vacation planner is posted.
- ONA only - Non-availability for a particular day(s) must be done by the individual staff member to the Workforce Management office, once the timesheet is posted in your dept.

- **CHANGE OF SHIFT REQUESTS:** When you fill out a shift exchange form you are to give it to your Manager/delegate for approval.
- **PROBATION:** Staff will not be available to other units until they have completed their probationary period. Once probation hours are complete, staff can contact the Manager of the units they wish to work on directly, and if approved those managers will contact the Workforce Planning office to request the staff are added to their availability list. ONA is 525 hours, CUPE is 450 hour
- **CHANGE OF INFORMATION:** It is the responsibility of the staff to notify Human Resources for any name or email changes, and the Workforce Management Office when there is a change of phone number. Please make sure all information is updated on the Staff Gateway.
- **ACCEPTING A SHIFT:** A staff member must accept the shift personally - it cannot be accepted by a family member on their behalf. It is possible for the staff member to leave an outgoing message on their phone that they will accept a shift, but must confirm with the Workforce Management Office when they get the message.
- The Workforce Clerk will call **only one phone number** provided by the staff member and will allow the phone to ring up to 6 times.