

Cook County YMCA Scheduling Policies and Procedures

When to Work Software

The Cook County YMCA uses When to Work software to create work schedules and communicate with employees. You will receive login instructions upon hire. Any special alerts, due dates, and staff meeting dates will be posted on the homepage of the website. You are encouraged to visit the When to Work section of the staff website (www.cookcountyyymcastaff.weebly.com) for instructions on how to use the scheduling software. The following is some important information about how the Y develops schedules and assigns shifts.

Scheduling Period, Availability, and Work Preference

Upon hire, your work availability will be set up by your hiring manager based on what they learned during your interview and application process. It is your responsibility to update your availability each scheduling period or when changes occur in your preferences and ability to work certain shifts. The schedule is generally created in 7-week blocks (some exceptions may apply surrounding the holiday interim schedules). Availability and time off requests must be updated for each upcoming scheduling period by the FOURTH Monday of the current scheduling period. (See instructors for how to change your preferences or request time off). The dates of the next scheduling period will be posted on the homepage of When to Work.

Requesting Days Off/Subbing Policies

At times, you may know of vacations, appointments, social events, etc. that you'd like to attend during a scheduling period. Part-time staff, may request "time-off" (unpaid). And full-time staff can request time off (paid). If submitted on time, time-off requests will be honored and we will assign subs to your shifts that you requested off.

Part-time staff are allowed to have subs for a fixed number of shifts during a certain scheduling period. That number is equal to the number of weeks during the session. For example, if there are 7 weeks during a scheduling period, you are allowed to have 7 shifts covered by someone else. You may request these days off ahead of time or you may work independently to find appropriate subs throughout the session when conflicts arise. Exceeding that number during a session may result in disciplinary action, less hours, or could result in termination.

Full-time staff may take time off for any reason as long as they have PTO in their bank to cover it. (See employee handbook for information on PTO and how it is accrued). Full-time staff must also request time-off ahead of time and manage their PTO to ensure they have adequate time to cover their time off. If full-time benefit eligible staff do not reach 40 hours in a workweek, PTO will be used to get them to 40 hours. If staff start to take time off without having PTO in their bank to cover it, it could result in disciplinary action, less hours, or termination.

Time-off requests submitted after the due date (the 4th Monday of the current session for any time-off requested for the upcoming session) will not be considered and will be denied. That does not necessarily mean that you cannot take the day off, it just means that **you need to work independently to find a sub** (text, call, email, or talk with co-workers to trade shifts or arrange for coverage). It is not your supervisor's responsibility to find subs for you after the initial time-off requesting period has passed.

If you would like to pick up a shift for someone and it will result in over-time, it needs to be approved by a supervisor.

Creating the Schedule

Once the open period has ended for submitting days off or adjusting preferences, the supervisor will compile a schedule based on the number of hours people have requested and the times your schedule lists that you are available. Part-time staff may work between 0- 29.75 hours per week. We cannot guarantee a set number of hours to part-time employees, but will try to honor as many requests as possible. Full-time staff must observe a 40-hour work week. Hours may vary depending on programming needs and activity schedules.

Assigned Sub Shifts

Sometimes you may have a certain day marked as available on your availability calendar, but we assign that shift to someone else. If that person requested a day off during the time we collected availability, you may be ASSIGNED a sub shift to replace them. We will honor all subbing requests during the time we create the schedule. Once the schedule is approved and finalized, any additional subbing arrangements need to be made independently by you.

Additional Sub Shifts

If you need other shifts off that you were not able to request off during the designated time, **you are responsible for finding your own qualified sub**. One option to find a sub is to post a shift on the tradeboard. Posting the shift DOES NOT guarantee that someone will take it, but it does let people know you are looking. *The best method to is to call, text, email, or talk to a co-worker face-to-face and ask them to switch a shift with you or take a shift for you. Ask early, don't wait until the last minute. Remember, if you sub for a coworker in need, they are likely to cover for you when you need it! Everyone's contact information is in WhentoWork, but it's best to save the numbers in your phone so that you have them when you need them. Calling your supervisor at home to get the number of a co-worker is not acceptable, finding a sub needs to be 100% your responsibility. If none is found, you must come in to cover the shift or a no-show will result in disciplinary action. If you are feeling sick the night before a shift, make backup plans with your co-workers in case you are unable to make it in.*

Approving the Schedule

Once a draft of the schedule has been made, you will receive a notice that the schedule is available for review. The schedule will be published by Monday on the 6th week of a session. You then have TWO DAYS to look it over for any errors and notify the supervisor of any changes that need to be made. Once the review period is over, the schedule will be FINAL. Any changes from that point forward need to be made independently by you and then your supervisor needs approve the change.

Mandatory All-Staff Meetings

We will hold a mandatory all-staff meeting the last Sunday of the session beginning at 5:15pm. All staff and volunteers are required to attend. A no-show or unapproved absence will result in disciplinary action.

Position Abandonment

To stay employed as a sub, you are required to work at least one shift each scheduling period. If you are not able to meet this requirement, your absence must be approved by a supervisor. If your absence is not approved and we do not hear from you, we will determine that you have abandoned your position. In that case, your employment will be terminated and you must reapply if you plan to work at the YMCA in the future.

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I have read and understand the scheduling policies and procedures of the Cook County YMCA.

Printed Name _____ Position: _____

Employee Signature Date

Supervisor or HR Signature Date