

**BURNABY ASSOCIATION FOR COMMUNITY INCLUSION
RELIEF STAFF AVAILABILITY AND CALL OUT FORM
(TO BE SUBMITTED BEFORE THE 15TH OF THE MONTH)**

Name: _____ Phone: _____ Alternate contact number: _____

Program's assigned to: Residential Day Program Children's Month/Year _____

Position: Casual Part Time Other _____ Assigned Programs _____

I am available to accept relief shifts as follows: (indicate availability with a ✓ mark OR indicate specific hours that you are available for)

TO BE FILLED OUT BY EMPLOYEE					TO BE FILLED OUT BY THE PERSON CALLING TO FILL THE SHIFTS						
	Days 6:00 a.m. to 6:00 p.m.	Evenings 1:30 p.m. to 11:00 p.m.	Overnight		Date and time called	Shifts To Be Covered	No Answer	Message Left	Booked	Reason Given	Initial
			SLEEP 11 p.m. to	AWAKE 9 a.m.							
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(TO BE SUBMITTED BEFORE THE 15TH OF THE MONTH)**

*Memorandum of Understanding # Between the
B.C. Government and Service Employees' Union (BCGEU)
And
Burnaby Association for Community Inclusion (BACI)*

CASUAL CALL IN PROCEDURE

Casual Employees will be orientated to work in specific worksites within Program Areas (day programs, group homes, child care centres) and Administration. Each employee shall be assigned to a Program Supervisor. *Note: In the memorandum, the term 'casual' will refer to both casual and permanent part-time employees.

1. Casual employees will be called for available shifts in order of seniority within the Program Area, after permanent part-time employees orientated to the program are offered the shifts.
2. Casual employees seeking casual shifts must submit their availability, in writing, to their assigned Program Supervisor by the 15th day of the month prior to the shifts being available (e.g. April 15th for shifts in May; May 15th for shifts in June).
3. If a casual employee does not submit an availability form in writing to their Program Supervisor by the 15th day (as noted in #2), the Program Supervisor is not obligated to call the casual or permanent part-time employee for available shifts.
4. If a casual or permanent part-time employee submits their availability in writing to their Program Supervisor after the 15th day of the month, their seniority does not apply to the shifts already filled. However, the casual employee's seniority is applicable for the available shifts after the date they submit their availability form.
5. If a casual employee does not submit their availability in writing, to their Program Supervisor for six consecutive months, the Program Manager will notify the casual employee that they will be terminated as per the Abandonment of Position Article in Collective Agreement 11.8.
6. If a casual employee is not available for a period of two or more weeks, they must submit a Leave form with their availability form. The leave may or may not be approved by their Program Supervisor and/or Manager. If the leave is not approved, the casual is expected to be available for shifts. If the casual is not available, this will be considered a refusal of shift.
7. Casual employees orientated to work in program areas that operate during daytime hours must be available for call in from 06:00 h to 07:30 h on the days they have submitted their availability for.
8. Casual employees orientated to work in program areas that operate on a 24-hour basis will be called for shifts as the shifts become available.
9. If a shift needs to be covered immediately, the casual employees will be called as per seniority. If a casual is called and there is no answer, the Program Supervisor will immediately proceed to the next casual on the list. If a casual has a pager or answering machine, the Program Supervisor will leave a message and wait 5 minutes before proceeding to the next casual on the seniority list. The first casual that can be contacted will be offered the shift.
10. If a shift becomes available with less than 48 hours notice, the casuals will be called as per seniority. The Program Supervisor will wait 15 minutes for a response from the casual. If the casual does not reply after 15 minutes, the Program Supervisor will proceed down the list accordingly.
11. If a shift becomes available with more than 48 hours notice, the casuals will be called as per seniority. The Program Supervisor will wait two hours for a response from the casual contacted before proceeding to the next person on the list.
12. A casual employee who refuses to work within their specified hours of availability as submitted on four consecutive occasions will lose their seniority as per Article 30.
 - a. A refusal for employees who work at worksites that normally operate during daytime hours is:
 - i. not being available during the call out period (06:00-07:30)
 - ii. refusing a shift during their identified availability
 - b. A refusal for employees who work at worksites that normally operate on a 24 hour basis is:
 - i. after being contacted, refusing a shift during their identified availability
 - c. Refusal of a shift for a valid reason (illness, dependent illness, already scheduled for a shift with BAMH etc) will not be considered a refusal for the purpose of this Memorandum.
13. Changes to a casual employee's availability must be submitted in writing to their assigned Supervisor for approval.

14. The Employer shall maintain records of employees called for casual shifts.
15. If an employee (casual or permanent) is terminated or resigns, they must be re-hired through the BACI interview process.