

(h) Extra Shifts

An extra shift is a shift resulting from unscheduled time off.

1. The hours will first be offered to part-time employees on a rotational basis, by seniority, until either; the opening has been filled, no part-time employee is available or all part-time have reached the maximum of seventy-five (75) hours in a two (2) week period without incurring overtime. Employees who will incur premium as a result of the failure to provide the minimum hours between shifts should be bypassed at this time.
2. If after Step one (1) no part-time is available then the shift shall be offered to casual part-time employees on a rotational basis by seniority.
3. Extra shifts will then be offered to 0.8 FTEs at straight time prior to the shift being offered as overtime, up to the point that the 0.8 FTE is at seventy-five (75) hours per pay period.
4. After Step three (3) additional shifts can then be offered to the RPTs who have agreed to waive the premium payment if hours between shifts are reduced by the twenty (20) hours written in the Collective Agreement.
5. Offer out to full-time as an overtime shift, then to RPTs who have not elected to waive the premium pay noted above.
6. The 0.8 FTE will remain on the overtime list but will only be offered shifts that will result in premium pay. Please note that a reduced hours FTE cannot turn down a shift at straight time only to accept the same shift at overtime in the rotation.
7. After steps one (1) through six (6) are exhausted volunteers can be sought to change their schedule outside of the existing timelines

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therefore creating a vacant shift on an alternate day. Then repeat steps 1 to 6 above.

8. If after all of these options have been tried, the junior RPT would be required to report to work.
9. The Hospital reserves the right in an emergency to offer the shift to the closest/fastest responding employee.

Added in the 2022-23 bargaining

10. Where there are extra shifts that are awarded, the Hospital shall ensure that the information is accessible to the Union. Where there are any disputes arising as a result of extra shifts, employees should first seek verification from their Manager, or designate, who shall make that information accessible.