

Facilities Services Department Voluntary Temporary Shift Re-Assignment

Guidance- *Work Schedule (Shift) Voluntary Temporary Reassignment*

For FS Department Supervisors considering temporarily changing an employee's established work schedule (shift) to meet workload resource requirements the following considerations must be met prior to changing an employee's established work schedule (shift).

1. Changing an employee's work shift temporarily to meet workload requirements should be minimized as much as possible and only be made on a voluntary basis. The goal is to provide minimal disruption to an employee's daily schedule.
2. No employee shall be reassigned to a different schedule/ shift involuntarily.
3. The voluntary temporary assignment shall not exceed 30 days and duration should be as short as possible.
4. Supervisor shall meet with appropriate Director and discuss workload resource requirements.
5. Supervisor shall take the following steps:
 - a. Explain to the staff the need for the schedule/shift change.
 - b. Request volunteers and provide those employees who volunteered for the temporary shift change with two weeks' notice (10 working days) prior to implementing the temporary work schedule (shift) change. Volunteers may also be sought from other FS Work Teams. (Note-Consideration for a higher mark in the annual assessment category "Accountability and Dependability" should be given to individuals who volunteer. However, it shall NOT BE viewed negatively if individuals do not volunteer.)
 - c. If no one volunteers, or there are not enough volunteers, request Temporary Staff assistance through current Labor Service contracts.
 - d. If Temporary Staff Assistance is unavailable through current Labor Service contracts, redistribute workload among other shifts.
 - e. Complete, sign and have those employees who volunteered for a temporary shift change sign/ date the **FS Department Temporary Re-Assignment** document and provide to FS Department HR Staff for retention in employee's personnel file.