

# COLLECTIVE AGREEMENT JOINT INTERPRETATION & IMPLEMENTATION

Date: July 18, 2016

SUN # : 16-018

## Re: CASUAL WORK AVAILABILITY FORM & LOU

The Casual Work Availability Form and LOU has been developed to assist in managing casual work and applies only to regular casual hours and **not** overtime.

### Implementation Process:

1. The Employer shall be responsible to provide the form to current casual employees and OTFT-JS and OTFT-RPT who work additional casual hours.
  - Distribution of the forms should commence as soon as possible in order to meet the October 1st deadline.
  - The Employer and the Employee should meet to discuss the needs of the department and the employees availability.
2. All current casual employees and OTFT-JS and OTFT-RPT who work additional hours must complete and submit this form no later than October 1, 2016 in order to continue to be called or scheduled for casual hours.
3. An employee shall only be entitled to be on three (3) casual lists within the Regional Health Authority.
4. Work availability is subject to change with a minimum notice of fourteen (14) calendar days in advance of the actual week worked with changed availability (see Article 7.03 (a)), or as mutually agreed by the employee and the manager.
5. Effective September 1, all new casual hires will be required to fill out Casual Work Availability Form(s) prior to commencement of employment.
6. A copy of the completed Casual Work Availability Form shall be provided to the Employer, the Employee, and the Local for each of the three (3) areas selected.
7. This new process will be fully implemented by October 31, 2016 to accommodate the operational considerations of the Employer and Employer-specific scheduling processes.

In order to facilitate implementation, it is highly recommended that Employees submit their Casual Work Availability Form prior to October 1, 2016.



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In regions that do not have the ability to text Employees, strike through that portion of the form.

The Employers may make available the Casual Work Availability Form electronically as prescribed in Addendum 1.

The intent of this new language is:

- to allow access to casual work to a maximum of three (3) lists, one of which could include your own unit/facility/agency if you are OTFT-JS or OTFT-RPT; and,
- to better align the Employer's needs with the Employees expressed availability, thereby reducing unnecessary calls; and,
- to provide the Employee the opportunity to change their work availability with a minimum notice of fourteen (14) calendar days in advance of the actual week worked or as mutually agreed by the employee and the manager; and,
- to ensure the practice of offering and accepting casual shifts remains unchanged, the Employer cannot assign and/or schedule shifts without acceptance from the Employee.



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