



IT IS YOUR RESPONSIBILITY

- Look online at the Corporate Website to see available shifts
- To call in and request assignments
- Be available to receive confirmation
- To call site supervisor if you need to cancel your shift
- Check the SharePoint page under Association Wide and your CLT email for important updates



| AREA | NUMBER | ACTION |
|--------------------|--------------|---------------------|
| Main Number | 647-729-3942 | |
| Central Scheduling | Option 2 | BRINGS YOU TO BELOW |
| Central Region | Mailbox 1 | LEAVE AVAILABILITY |
| Etobicoke Region | Mailbox 2 | LEAVE AVAILABILITY |
| North York Region | Mailbox 3 | LEAVE AVAILABILITY |
| Scarborough Region | Mailbox 4 | LEAVE AVAILABILITY |
| Central Scheduler | Extension 5 | Scheduler |
| Karen Ritter | Extension 6 | Supervisor |
| Dan Shepherd | Extension 7 | Manager |
| Shannon Samuels | 647-725-1266 | Secretary |
| Office Support | 647-726-0149 | Training Support |

Centralized Scheduling

YOUR GUIDE TO HOURS



Updated February 1, 2015
CLTScheduling@cltoronto.ca

Posted Hours

On the 1st of each month at 10:00 am a listing of available hours will be viewable within the staff section of Community Living Corporate website.

The listing will be active from 1000 on the 1st of each month until 2200 of the 3rd during each posting period. This now allows staff 60 hours to respond with their availability.

Daily Posting

Hours that become available after the monthly process will be posted daily for staff to review. Available hours will be posted by 10 am daily and staff will be able to call in until the next morning at 5 am for consideration. The Scheduler will assign and call staff with assignments.

Short Notice Hours

These are hours that become available within 48 business hours and are filled on a first come basis by the individual sites.

Your Responsibility

- **Actively** check on the Corporate website www.cltoronto.ca click on Careers for the Monthly & Daily Postings
- Read any Important Announcements on our SharePoint page under the Association Wide link
- View the PDF files of the postings
- Call 647-729-3942 option 2 to leave your availability on the region(s) mailbox
- Include in the voicemail: Your name, Your ID number, phone number that you can be contacted: the site, date and time of the shift(s)
- Ensure you are available or have voicemail available to receive your assignments
- Check your Personal Schedule to view your confirmed hours

Check for Upcoming Shifts Online

On the Corporate Website under Careers

- www.cltoronto.ca
- The Scheduling page on SharePoint is located under the link Association Wide

Request Your Assignment

Call 647-729-3942 option 2

- Select the region's mailbox where the desired shift occurs
- Give your name, Your ID number, phone number that you can be contacted: the site, date and time of the shift(s)

Receive Confirmation

The Scheduler will call you to give you your assignments leaving a message if no answer.

- Call back on 647-729-3942 option 2 then ext. 5
- It is required that you check your Personal Schedule and your email regularly.
- **Unconfirmed hours will be put back into the pool**