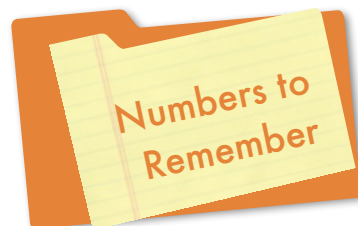




IT IS YOUR RESPONSIBILITY

- 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
- Ensure that your contact information is correct and updated

Community
Living
Toronto



If you call the IT Helpdesk you can access the Scheduling extensions by 416-644-4634 Option 7 and follow the prompts.

AREA	NUMBER	ACTION
Centralized Scheduling	647-729-3942	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
Schedulers	Extension 5	Scheduler
Karen Ritter	Extension 6	Supervisor
Dan Shepherd	Extension 7	Manager
Jonathan Waddington	Extension 8	Secretary
Shannon Samuels	Extension 9	Secretary

Centralized Scheduling

YOUR GUIDE TO HOURS



Updated August 24, 2017
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.

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 Daily and Monthly posting
- Call 647-729-3942 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 your email for changes, updates and training information

Check for Upcoming Shifts Online

On the Corporate Website under Staff and Board:

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

Receive Confirmation

The Scheduler will call you to confirm your assignments by speaking to you directly or by leaving a message if no answer.

Unconfirmed hours will be put back into the pool after 3 attempts

Short Notice Hours

These are hours that become available after the posting and are filled by Scheduling. The Schedulers will call/text/email staff to fill all Short Notice Shifts.