

### **Variable Hours Worksheet – Operational Employees**

To be completed by manager submitting variable hour or averaged hours personnel requisition. This information will be made available on request to any potential applicant for the position.

The intent of this worksheet is to provide additional information to the posting that might allow an individual to identify whether s/he can combine jobs and/or other responsibilities with this position, prior to applying. The College wishes to support capacity building for both the organization and for individuals.

The identification and provision of this information does not require a manager to shortlist, interview or hire anyone other than the most qualified applicant. Should the most qualified applicant have other work currently, this information may provide for discussions on how the multiple responsibilities might be managed. If the coordination of responsibilities is not possible, the applicant may choose not to accept the work, or to leave his/her other position/responsibilities. The College is not obligated to modify its operational requirements to meet individual needs.

Is this position:

- ☐ a completely new position?
- ☐ a replacement position?
- ☐ a position that is an expansion or movement of work within the unit?

Does this position have:

- ☐ self-directed hours?
- ☐ an essential schedule of work? If possible, please identify the schedule:

Can you identify variances in the work on the following basis?

- ☐ hours in the day (i.e. only required mornings or evenings):

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- ☐ days of the week (i.e. only works Monday – Wednesday):

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- ☐ months of the year (i.e. 25 hours/week except for December, June and July):

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Does this position require the individual to “float” or provide backfill functions as a key responsibility of the position?

☐ yes      ☐ no

Is the posting of shift schedules a factor for this position? ☐ yes      ☐ no

What flexibility does this position have given the operational needs and staffing of the department? \_\_\_\_\_

If possible, identify where flexibility exists: \_\_\_\_\_