

HPRO3: JULY 1st, 2008 UPDATE

The Provincial Overtime Committee has recently negotiated a number of changes to the Provincial Overtime Protocol agreement. As such, in order to comply with these language changes, a number of code changes had to be programmed into HPRO3. This update describes the resulting changes made to the HPRO3 computer program.

ADD/REMOVE AVAILABILITY RESTRICTION

Previously the POP stated that availability could not be added within 24-hours of the commencement of a shift, nor removed within 48-hours of the commencement of that shift. The renegotiated POP section 2, now specifies that an individual cannot add nor remove availability within 8-hours of the commencement of that shift. An additional caveat states that an individual cannot remove availability for a shift that they have already received an offer.

HPRO3 has been updated to automatically comply with this new definition for adding/removing availability restrictions.

TRACKING PERIOD

Previously the POP stated that the overtime Hours of Opportunity Total (HOT) would be tracked over a six-month period, zeroing out January 1st and again on July 1st. The renegotiated POP section 5, now specifies that the tracking period is a four-month sliding method. This means when a new month begins, the oldest month's totals are dropped – maintaining no more than four months totals at any time.

HPRO3 has been updated to automatically comply with the new tracking period definition.

MAXIMUM HOT CHARGE PER DAY

Previously the POP stated that maximum HOT charge applied to an individual would be twenty-four hours. The renegotiated POP section 11, now specifies that the maximum HOT charge will be 12-hours for declines, however, all hours worked are counted even if it's over twelve hours.

HPRO3 has been updated to automatically comply with this new maximum HOT charge.

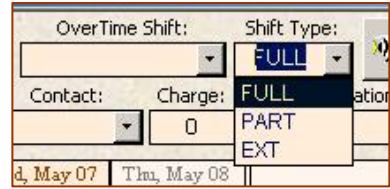
SHIFT EXTENSIONS OF FOUR HOURS OR LESS

Previously the POP stated that partial shifts of four hours or less was not part of the Protocol. The renegotiated POP section 13, now specifies that a shift extension of four hours or less that extends the beginning or end of a shift will now be considered part of the Protocol. A new check box has been added to the Availability Form to provide a means to sign up for a Shift Extension.

Shift Code	Start Time	End Time
5	05:00	13:00
6	06:00	14:00
7	07:00	15:00
8	08:00	16:00
13	13:00	21:00
14	14:00	22:00
15	15:00	23:00
23	23:00	07:00
X9	09:00	19:00
D6	06:00	18:00
D7	07:00	19:00
D8	08:00	20:00
D9	09:00	21:00
D10	10:00	22:00
N19	19:00	07:00

Also the Overtime Hiring Form now includes a “Shift Type” drop-down field from which the following types may be selected:

- FULL: Any full shift as defined in the HPRO3 database.
- PART: A shift that is 4 or more hours but less than a full shift as defined in the HPRO3 database, or any length of shift that is not defined in the HPRO3 database.
- EXT: Shift Extension: An extension of a shift can be 4 hours or less prior to the commencement of a shift or four hours or less at the completion of a shift.



All relevant reports, will now show the “EXT” shift-extension box.

Ministry of Community Safety and Correctional Services

Provincial Overtime Protocol

Re: Applying the “call-back” rule.

POP

Section 7: *Where the manager leaves a message or a page, there will be a five (5) minute “call-back” time allotted prior to moving to the next employee on the list. Overtime hours will be assigned to the employee(s) who respond first.*

The philosophy of providing a “call-back” time is that a contacted individual can return a call within five minutes having the offer still available. However, waiting between each call made and providing a five minute “call-back” may not necessarily be the same thing. As such, where multiple shifts are needed waiting between each call may not be necessary. To further clarify this, we’ll examine a couple examples.

Example One:

There are four different shifts needed, a 7-19, 7-15, 8-16, and 15-23. Each of these shifts can be called one after another. Then, after five minutes have elapsed, another series of calls can be made for the remaining shifts still needed. In fact, this can be further broken down. Consider that the order of calls are made for the 7-19, then the 7-15, then the 8-16 and then the 15-23. After five minutes has elapsed for the 7-19, another 7-19 call can be made, and so forth for each subsequent offer.

Example Two:

There are four shifts needed and all are 7-19. Four calls can be made one after another for the 7-19 shift. Then after five minutes has elapsed from the first call, another call can be made, and so forth until the shifts are filled.

Keeping in mind that so long as a contacted individual will still have the offered shift available within the five minute “call-back” period, then they have not been disadvantaged, and a “call-back” period is therefore realized.

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