

CUPE Variable Hours Application Form

Last revised: November 2023
Last reviewed: November 2023
Next review: October 2024

In accordance with Article 14 of the CUPE Collective Agreement, I am making application for: (Select one only)
Note: Only permanent employees are eligible to apply for job variable hours arrangements.

This application is: New Renewal of Existing Change to Existing

Start Date: ____/____/____

End Date: ____/____/____

Permanent Full-time Applicant

Name of Applicant

Employee No.

Ministry

Branch/Division

Location

MIDAS Position No.

Classification/Occupation

I will:

- a) Reduce/Extend my work hours to _____ (50%-80%) of regular work hours on the first day of _____, 20____ for the period of _____ Months (minimum of twelve months to maximum of 24 months).

PLEASE NOTE:

THIS APPLICATION/ EXTENSION MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO THE REQUESTED COMMENCEMENT/ RENEWAL DATE.

- ✓ A copy of your schedule/rotation, indicating your variable hours off during the entire term of the agreement MUST be attached to this application. The schedule/work rotation must indicate the exact percentage of time worked over the term of the agreement.
- ✓ For those employees on a two (2) week booking, please indicate below a specific pattern that will be followed for the term of the agreement.
- ✓ The percentage of work must be in accordance with Article 14 in the CUPE Collective Agreement.
- ✓ Variable hours shall be evenly scheduled in conjunction with days off.
- ✓ Failure to provide a minimum of 30 days' notice to extend the variable hours agreement will result in cancellation of the variable hour's agreement.
- ✓ A minimum of 30 days' notice is required to terminate the agreement prior to the expiration date.
- ✓ Variable Hours agreements may only commence on the first day of a pay period.
- ✓ The backfill position will be posted as per Article 9.03, for the remainder of the existing variable hours arrangement. If the employer is unable to fill the backfill through the posting process the permanent full-time employee will be required to return to full-time hours at the end of the (30) day notice period.

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I have reviewed and understand Article 14 of the CUPE Collective Agreement and agree with the terms set out above.

Signature of Applicant

Date

Telephone Number

To be completed by Applicant's Union Representative

Scheduled hours of work shown above are recommended and will be monitored to ensure compliance with the above terms and conditions.

Union Official

Date

To be completed by Applicant's Supervisor/Manager

Recommended

Not Recommended

Signature of Supervisor/Manager

Date

Telephone Number

To be completed by Branch Head or designate

Approved

Not Approved*

Signature of Branch Head or designate

Date

Telephone Number

Process for Variable Hours Request:

- Applicant completes application through their local union representative and submits to his or her supervisor/manager for signature/approval.
- Supervisor/manager determines whether the arrangement would be operationally feasible, and forwards his or her recommendation to the Branch Head or designate for approval.
- Approved applications are forwarded to the Human Resource Service Centre, who will notify CUPE by forwarding a copy of the approved application. The Ministry may proceed with the Variable Hours arrangement.

*A denial of a request shall be provided to the employee, in writing, by the manager outlining the rationale