

# TEXAS ROWING CENTER

## SCHEDULING GUIDELINES

- 1) **Weekly Schedule:** The weekly schedule will include details regarding each employee's shift hours and shift position (manager, dock, office, lessons, or floater). Please review the schedule to identify not only your hours, but also your specific work responsibilities.
- 2) **Shift Ownership:** Employees will agree upon assigned weekly shifts and on-call shifts. Barring changes due to weather or other special circumstances, the employee will be able to rely upon the agreed-upon shifts for the season.
- 3) **Shift Responsibility:** Once management commits shifts to an employee, that employee assumes responsibility for covering those shift for the entire season including holidays and vacations.
- 4) **Schedule Writing:** Matt, Alvin and Joe will write the schedule on Tuesday of each week.
- 5) **Non-Emergency Changes:** Requests for non-emergency changes should be made by email to Matt, Alvin, and Joe at [schedule@texasrowingcenter.com](mailto:schedule@texasrowingcenter.com). (at least two weeks in advance of the relevant date). Each request for a schedule change should include the name of a suggested substitute employee who has agreed to cover those shifts.
- 6) **Schedule Posting:** A link to the schedule will be emailed to the staff and posted at TRC before noon on Wednesday each week. The schedule for at least the following seven days will be posted at all times at TRC and at [www.texasrowingcenter.com/employee\\_news.htm](http://www.texasrowingcenter.com/employee_news.htm).
- 7) **Changes to Posted Schedule:** In order to change the schedule after it is posted at TRC, an employee must find his or her own substitute employee and receive final approval for the change from Matt or Alvin. The request for the change and the name of the substitute may be communicated verbally and in writing (email: [schedule@texasrowingcenter.com](mailto:schedule@texasrowingcenter.com)). Once a change has been approved by Matt and Alvin, the office copy of the schedule will be revised by Matt or Alvin.
- 8) **Substitute Employees:** To be an approvable substitute, the suggested substitute must be someone of similar level of experience, training, and position. For example, a manager must be replaced by a manager, and non-management staff must be replaced by non-management staff.
- 9) **Weekend Shifts:** All employees are expected to work at least one weekend shift and at least one on-call shift as a condition of employment.
- 10) **Schedule Changes due to Weather:** All scheduled shifts are subject to cancellation due to weather conditions.
- 11) **Trading Partners:** All employees are encouraged to have a trading partner to cover shifts for each other when the need arises. All shift trades are negotiable on an equal basis for both parties.
- 12) **Employee Contact List:** Management will provide an employee contact list to facilitate employee communications.
- 13) **On-call Shifts:** An on-call employee should assume they are working, unless informed otherwise by a manager. The employee should call TRC between one and two hours before the shift, to confirm they are needed.

**Employee Signature:** \_\_\_\_\_ **Trainer Signature:** \_\_\_\_\_ (Updated on 4-02-08)

