

How to schedule your staff

As a coordinator or supervisor, it is important to set the tone or establish your style of leadership early on with your staff. These are the following steps suggested to assist you to get off on the right foot and set a firm beginning with your staff. After scheduling your staff, it is important to check in with your staff to build consistency and trust as well as for accountability. If you do not know when your staff is coming in or what they are doing, you cannot expect them to respond to you.

Establishing Expectations

- a. Review the schedule policy & other related items in the Personnel Manual.
- b. Your staff has to submit class schedules for the following quarter schedule by the 9th week of the current quarter.
 - i. This will assist you to create your staff first week schedule.
 - ii. Reemphasize that the staff need to inform their coordinator of any changes to the schedule by the 2nd week of the new quarter. Otherwise, they are expected to work these hours /until otherwise notify.
- c. Let your team members know if there are any mandatory meetings they must attend such as:
 - i. Attending a team once a week
 - ii. Attending a department team meeting once a quarter.
 - iii. Weekends and Holidays:
 1. Notify your staff if they are required to work weekends and or holidays.
 2. If they do, they will need to be available for work on weekends, and they will notify 2 weeks in advance and will be expected to work those weekends. If employees are notified less than two weeks, it will be on a voluntary basis.

How to Schedule Your Staff

****Get hard copy of your staff's class schedule or have them do a screenshot of their class schedule and email it to you. Send the schedule out to your staff once you have completed a preliminary schedule. Once you have finalized your staff's schedule for the quarter, print out a hard copy or have one available where all your staff can access it.****

Weekly Scheduling:

- 1) Ask for staff's class schedule by the 9th week of the current quarter.

- a. Have staff include any classes they are crashing and the amount of hours they are able to commit for work. For example, maximum of 10 hours or they would like at least 10 hours.
 - b. This will allow you to allocate time appropriately and give students the hours they desired.
 - c. This will also assist you with accountability later on.
- 2) Consider what needs to be done:
- a. Are the duties the staff perform something that need to be done regularly and at a specific time?
 - a. If yes, then schedule your staff at the time you desired based on availability, then send the schedule out for review.
 - b. Review the request and let the staff know whether or not you can fulfill the request. Consult with your supervisor if needed.
 - c. This will allow you to fill all the shifts you need completed.
 - b) Do you want to have people working together?
 - a. If yes, then schedule your staff at the time you desired for a team meeting or working session based on availability, then send the schedule out for review and feedback.
 - b. Review the request and let the staff know whether or not you can fulfill the request. Consult with your supervisor if needed.
 - c) Is it necessary for the staff to work together?
 - a. If not, schedule staff when available. Preferably during a time in which you work at least a little overlap.
 - b. Scheduling a staff during a time when you have an overlap will allow you to check in with your staff.

Team/staff meetings:

Set tone for the rest of the quarter, so prioritize your first team meeting

During the first week, students are still finalizing their schedules so if they are unable to put in that many hours, at the very least have them come in for the team meeting. If you are unable to a schedule a team meeting in the first week, meet with your team members on an individual basis. This will help you meet with all your team members and establish expectations early on for the quarter and work on their schedules in person.

Department Meetings

The supervisor will set department meetings

This meeting will allow the entire department to meet one another and connect employees to the larger department, which they are a part of.

Special Assignments:

Scheduling student staff for events or any shifts outside of regular hours.

****Always give staff at least two weeks notice of special assignment. If it is less than two weeks, staff has the option to volunteer so plan ahead!****

- 1) If an event or project is a yearly event, to create an outreach/scheduling calendar ahead of time.
- 2) Establish how many people you will need for the event/project.
- 3) Establish how long the event will be.
- 4) Notify staff in advance on when events are happening at team meetings, through email updates or in person.
- 5) Ask their availability for the event to see if it is actually possible to table/do events service.
- 6) Get times when people are free.
- 7) Make sure they cover the full time for the event.
- 8) Send the schedule for the event with staff assignment to the Supervisor.
- 9) The week before the event send an email to the staff with the scheduled timeslots for everyone.
- 10) Send an email of logistical information regarding the event the day before if not two of the event.
 - When? (include set up and clean up time)
 - Where?
 - Who is the contact for the event of your department and of the event?
 - What is needed for the event?
 - What is the responsibility of the person for the event?
 - How do they sign in and sign out?
 - If there are other people coming in to switch them out, send the entire schedule with contact information for the staff reference in case of tardiness or no shows.

***Staff are accountable for the time in which they have signed up for special events. Refer back to Personel Manual. **

Tools for Scheduling

Excel Spreadsheet

- 1) Collect all staff schedules.
- 2) Enter all availability of staff. Allow 15-30 minutes between classes.
- 3) Enter any comments necessary under the availability table such as hours desired or any other needs.
- 4) Utilize the availability enter the shifts that need to be covered in the table with routes/shifts with date and time.
- 5) Once you have completed the scheduling send schedule out to staff for review.
- 6) You can do the same with this on an ICAL or a Google Calendar.

AS Recycling Spring 2012 Schedule

Routes	Monday	Tuesday	Wednesday	Thursday	Friday	comments
1	Jon M	carl	Jon Choi	carl	Jon M.	
2	Jon M	carl	Nina	carl	Jon M.	
3	Steven	Jon Choi	Nina	Steph	Jon Choi	
4	Steph	Nina	Steven	Jon Choi	Steven	
5	Nina	Steph	Steph	Nina	Carl	
6	Carl	Steven	Dillon	stephen	Steph	
7	Dillon	Diane	Jon M.	Diane	steph	
8	Jon Choi	Diane	Jon M.	Diane	Nina	

Special Routes

	Monday	Tuesday	Wednesday	Thursday	Friday	
Dillon	AS/EAB			AS/EAB		
Jonathon Chao	IVTU; student health	Replanet	kcsb/nexus	Replanet	Annex	

Availability

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Hours desired
Dillon	1pm-5pm	9:30am-5pm	1pm-5pm	9:30am-5pm	1pm-5pm	
Jonathon						
steph	8-11am;	9:30am-3	after 12:30	9:30-3pm		

Diane						
Nina	11am-2pm	10am-1pm	11am-2pm	all day		
Carl	8am-10am	12pm-4pm	4pm	12pm	11am	
steven	9am-12pm	11am-2:30pm	11am-4pm	11am-2:30pm	after 9am	

When Using Doodle:

1. Create a doodle to see everyone's availability a week before the quarter starts at www.doodle.com.
2. On the doodle make sure there are three options: Yes, No, If Need Be
3. The weekend before the quarter starts send a reminder to your staff about filling out the doodle if they have not already
4. The weekend before week 2, make sure people have finalized schedules and to have then update their doodle times.
5. Go over all of the times on the doodle to see if there is a time that works for everyone
6. If there is not, schedule a time that the most people can meet and then create a second meeting time for those who cannot attend the first.
7. Email all of the team members the schedules time(s) and the location of the meeting(s).

What has not worked: creating a doodle for the coming quarter the week the previous quarter ends because many people's schedules are changing.

What has worked: creating a doodle a little bit before the quarter starts and reminding people to update their availability accordingly.