

Process Overview - CUPE Shift Bidding

for shifts that become available seven (7) days or more in advance

1. Monday by 6pm: Vacant shifts will be posted:

- Staff Resources Site: <https://www.pemreghos.org/staffresources>
- By room C224 (Staffing Office)

2. By Wednesday 6pm: CUPE Staff to bid for shifts

If there is a shift you want to bid for, email shiftbidcupe@pemreghos.org with the required information.

Review the document “How to email shift bids” for the required details. A sample email is posted on the Staff Resources site: <https://www.pemreghos.org/staffresources>

3. Friday by 6pm: CUPE Staff with successful bids to be notified

On Friday by 6pm, the Staffing Office will review all the shift bids by the CUPE staff. CUPE staff with the highest seniority with a shift bid will be granted the shift and will be notified by phone and email.

Other important information:

- Once you submit a shift bid, it is the expectation that you have committed to the shift.
- If you are having technical issues, email ITS at helpdesk@pemreghos.org or call x8000. As a temporary measure, you may email your shift bids from your personal email address. Make sure you clearly identify yourself if you are emailing from your personal email address.
- Those who were not successful in the shift bids will not be contacted.
- The Vacant CUPE Shifts will be updated on a weekly basis. Shifts that have been assigned will be removed. New vacant shifts will be added.
- If you have any questions or concerns about the process or the weekly posted vacant shifts, please email Andrea Pond, andrea.pond@pemreghos.org