**CUPE Shift Bidding**How to email shift bids

**How to identify your shift:**

* **“Department”** followed by **“Month”** followed by **“Day”** followed by **“Shift”**
* Example: “AC Aug 2 LN”

**Once you’ve identified your shift, email** [**shiftbidcupe@pemreghos.org**](mailto:shiftbidcupe@pemreghos.org) **with the following information:**

**Please copy and paste the completed table into your email. You can include more than one table in your email.**

**Subject Line: Shift Bidding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week ID |  |  |  |  |
| Desired shift(s)  Sort by order of preference (highest to lowest) |  |  |  |  |
| Total number of desired shifts stated above |  |  |  |  |
| Maximum number of shifts willing and able to take on in the applicable week |  |  |  |  |
| Comments |  |  |  |  |