



**Community Based Services
Weekly On-Call Availability Sheet**

JOB COACH NAME: _____ **Week beginning Monday:** _____, 20__

AVAILABLE to work as outlined below THIS WEEK NOT AVAILABLE to work this week

Guidelines

To be scheduled, this form must be submitted weekly by Monday at 9am for the following week to: Scheduling Specialist
Fax: 248-233-4379 / E-Mail: kciaffone@jvsdet.org / Inner-Office Mail of Karen Ciaffone, (1st floor Diem Clerical).

If you are available to work, your availability must state that you are available for scheduling a **minimum:**

- **3 days per week**
- **6 hours per shift**
- **Including a Monday and/or Friday**

Note that a shift premium of \$1.50 per hr. is available for weekday assignments starting after 3pm and weekend assignments (not including meetings)

Mo	Day	Cross off times NOT available to work																				Not Avail
		6a	7a	8a	9a	10a	11a	12a	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p	12a		
Mon		:30 (circle if applicable)										:30 (circle if applicable)										<input type="checkbox"/>
Tues		:30										:30										<input type="checkbox"/>
Wed		:30										:30										<input type="checkbox"/>
Thur		:30										:30										<input type="checkbox"/>
Fri		:30										:30										<input type="checkbox"/>
Sat		:30										:30										<input type="checkbox"/>
Sun		:30										:30										<input type="checkbox"/>

I am willing to be called for shifts outside of my availability

Phone Number: _____

Job Coach Signature: _____ Date: _____

Approval – Central Schedules: _____ Date Received/Approved: _____

Approved copies to Job Coach & Immediate Supervisor
Original retained by Central Schedules

Human Resources will consider either of the following as a voluntary resignation of your position as an on-call job coach: Failure to submit availability for 3 consecutive weeks or submission of availability indicating "no availability" for 3 consecutive weeks.