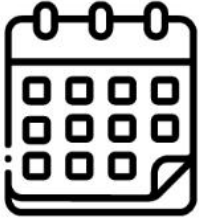


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# HotSchedules Availability

## Minimum Availability Requirements



- **3 days, 15 hours**
- Your availability must total a *minimum* of 3 days and 15 hours (i.e. M,W,F 12-5)
- We will schedule you within your availability, but this does not mean that you will be scheduled all of the time that you are available.
  - Example: You may be available from 5 PM to 9 PM, but you may be scheduled for a 5:30-7:30 shift. Or, you may be available all 6 days of the week, but only be scheduled 4 of 6 days.

## Availability Thresholds

Schedule Threshold

Days Scheduled in a Week

Min	Max
1	2

Hours Scheduled in a Week

Min	Max
2	9

Hours Scheduled in a Day

Max

- Input the minimum and maximum hours you would like to work each week
- Optional: input the minimum and maximum days that you would like to work per week
- This means that you can have availability all 6 days, or your availability can total a lot of hours, but you can set the thresholds so that you are not scheduled too much or too little

## When to Change Your Availability



- At the start of every season/quarter
  - Winter semester
  - Summer.
  - Fall semester
  - Christmas break
- The start or end of an extracurricular activity (theatre, sports, etc.)
- Availability is set for that season/quarter unless there is an extenuating circumstance

-Fill out The 'Availability Change Request' form on Google Forms when changing your availability.  
-Disclose here if there will be an availability change mid-season.





## When NOT Change Your Availability



- Your availability should only be changed a few times per year
- Utilize the request time off feature if you are unavailable during a time that is within your availability
- Utilize the 'prefer to work' feature if you are available to work a time that is NOT within your availability (ex: you want to work when you have an extra day off from school)

## Reach out to the scheduling team with questions:

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 FOH Schedule: Ben Heinrich  
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