



Everyone needs a home

HFS Property Department
90 Shuter Street, 1st Floor, Toronto, ON M5B 2K6
Phone: (416) 395-0964
Fax: (416) 395-0943

Shiftlink Login Info

Password for all of these: homesfirst
georgestreet@homesfirst.on.ca
kennedylower@homesfirst.on.ca
kennedyupper@homesfirst.on.ca
savards@homesfirst.on.ca
stclair@homesfirst.on.ca
strachan@homesfirst.on.ca
lakeshore@homesfirst.on.ca

The password for each site is homesfirst. (all lowercase, no spaces). Please use the username for the site that you are working at to post a shift. For example, if you are working at Savards, please use savards@homesfirst.on.ca so that staff can access the records for the correct site if needed.

The Timeout options will be as listed below. This is the amount of time that will be allowed for relief staff to respond to notifications of available shifts. Please ensure when you are posting a shift that you select the correct option. We went with these nine options to keep the process simple and transparent. Please ensure you pass on that you have posted a shift during shift change if your shift is ending and document it in the logbook.

Shiftlink Shift Posting Guide

Table with 3 columns: Available Shift, Time Posting Shift, Turnaround. Rows include Morning Shift, Afternoon Shift, and Overnight Shift with various timing and turnaround options.

Registered Canadian Charitable Registration No. 118962182 RR



## Approval for Doubles and Overtime

### Overtime

If a person would like to accept a shift but it would put them into overtime they do not accept it on Shiftlink. Instead, they must call the site, speak to a staff member, and they will make note of it. If nobody else accepts the shift the staff member will speak to a site or on-call supervisor, let them know that someone was interested in the shift but it will put them into overtime, and the supervisor will decide whether or not to approve it. Typically, only one overtime shift per pay period per person is accepted and only if nobody else wants to work the shift.

### Double Shift:

If a staff member is on shift and the next shift becomes available they must post it to Shiftlink. If they would like to accept the shift they let the site or on-call supervisor know that nobody took the shift but they'd like to cover it. The supervisor decides whether or not to approve the double shift. It's generally easier to approve it than find someone else last minute so these requests are usually approved.