

## Decent scheduling – Assessment tool

For program models that require changing shifts and schedules for staff, we set these schedules:	Our organization
<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly  If schedules need to change, how much notice are you giving employees within the organization?  Note: Current best practices dictate notice that is between 2 weeks to one month in advance.	
What flexible workplace practices is your organization engaged in?	
In what ways are employees able to give feedback to the scheduling process?	
Does your organization use an equity calendar to support scheduling?  Resource: <a href="#">Diversity and Inclusion Digital Calendar – Ontario Centres for Learning, Research, and Innovation in Long-Term Care</a>	
What is the process of accommodations available to staff around days of observance, religious, spiritual or otherwise? Is that information readily available and accessible? What are the practices around booking major organizational meetings?	