

THE FLOATER PILOT PROJECT: What You Need to Know

What is a Floater?

A floater is a position filled by an individual who is not assigned to one location, much like a supply teacher in the school system. Floaters will be assigned work in a department or branch, to fill vacancies created by leaves of absence, vacation or vacant positions that are posted or being recruited.

What job levels will Floaters be?

For the Pilot project, Floater positions will Library Assistant 3Bs and Library Assistant 4s. There will be up to 15 Floater positions for the pilot.

How long will the Pilot last?

The Pilot will last for six months. The six months will begin when the first Floater starts work.

Will my job be converted into a Floater position?

No. No current jobs are being lost, and no one will be required to apply for a Floater position.

Is the Library considering using a Floater model for all or most Part-Time positions?

No. Floaters will fill vacancies created by illness, vacations, or other absences. Floaters can fill in for absences of up to six months.

Will the Floater positions be posted internally?

Yes. Internal interviews will be conducted first. No external interviews will take place until all internal applicants have been informed of the outcome of their interview.

Will Floaters choose the locations they want to work?

No. Floaters must be willing to work in any location. Floaters can *request* their preferred locations, but they may be assigned to any location.

Can Floaters choose what days and shifts they want to work?

Floaters will submit their availability for a month at a time, on the first business day of the previous month. For example, October availability is submitted no later than September 1 (or the next business day if September 1 is not a business day). Once availability is submitted, it cannot be changed, except for illness or emergency.

How many hours will Floaters work?

Floaters must be available for at least 20 hours per two-week pay period, and cannot work more than 48 hours in a pay period.

How will Floaters be assigned?

Floaters will be assigned only after available shifts have been posted throughout the Library. Employees filling “relief staff” roles may be assigned after Floater assignments have been made. Floaters will be requested by supervisors to the Customer Experience team who will be assigning Floaters to their work.

Will Floaters have to work in more than one location per day?

Floaters may be assigned to more than one location during the course of one day. These shifts will be back-to-back. Travel time, mileage, and parking (if applicable) will be reimbursed. If a Floater wants to work split shifts, they can indicate this on their availability form, but no one will be required to work split shifts.

When will Floaters get their assignments?

Floaters can be assigned up to 9:00 p.m. on the day prior to any working day. Tuesday shifts may be assigned on Saturday.

Are the Floater positions permanent? If I get a Floater position, what will happen to my permanent position?

During the Pilot, all Floater positions will be temporary. You will be able to return to your permanent position at the end of the Pilot.

What about evenings and weekends?

Evenings: Floaters cannot be scheduled for more than 3 evening shifts per week, but Floaters can request more evenings on their availability forms.

Saturdays: Floaters will not be assigned more than one Saturday in a two-week pay period, but may work additional Saturdays. Floaters will be designated in advance to work either Week 1 or Week 2 Saturdays.

Sundays: Sunday work is not part of the Floater project. Floaters can volunteer for Sundays or may be assigned, under the same terms as set forth in the Collective Agreement.

Can I take a vacation during the Pilot project?

During the Pilot, Floaters will not be allowed to request vacations. Vacation time approved before the Pilot will be honoured.

Can I apply for other positions during the Pilot?

You may not apply for other internal positions during the pilot except if the position is full-time and permanent. This will ensure all Floater positions are in place for the duration of the pilot and the effectiveness of the pilot is not jeopardized. Towards the end of the Pilot, this restriction will be removed.

Do hours earned as a Floater count toward seniority, vacation, and so on?

Yes. Floater hours will be treated like any other hours worked in the Library.

How will the pilot be evaluated to know if it has been successful or not?

LLT and the Union Executive have discussed evaluation criteria for the pilot. It includes measuring the reduction in the number of vacant shifts, the ease of administration as well as the experiences of the Floaters and staff with this new model. Adjustments and improvements will be made, where possible, throughout the pilot.

What happens at the end of the pilot?

LLT and the Union Executive will be discussing the progress of the pilot on a regular basis throughout the pilot. A formal discussion will take place towards the end of the pilot to discuss next steps that could include formalizing the Floater position if the pilot is successful, extending the pilot for further evaluation or ending the use of Floaters if the pilot is unsuccessful.