

TEMPORARY INDIVIDUAL ROSTER ARRANGEMENTS

Tips for Roster Managers

Are you a Roster Manager with staff who have a preference to either work or not work on specific days and/or times each week on an ongoing basis for a defined period?

1. IDENTIFY



Make a note of staff making roster requests for the same times each roster or staff who specifically request to work or not to work set days.

2. CLARIFY NEED



Meet with the staff member to clarify their situation and confirm their needs.

3. ASSESS SUITABILITY



Assess whether a TIRA could meet the staff member's identified need.

4. OUTLINE PROCESS



If a TIRA could be suitable, inform the staff member how TIRAs work, the factors to be considered, the process to apply and relevant timeframes.

5. CHECK DELEGATION



Check your local Rostering Best Practice Guidelines to determine the appropriate delegations for approval.

6. DOCUMENT REQUEST



If recommended, complete the relevant documentation, stating a start and end date, and forward to Secondary Approver for review.

6. NOTIFY



Notify the staff member of the outcome of their request as soon as possible.

8. UPDATE ROSTER



If approved, update the staff member's availability in the roster from the commencement date. Diarise to review the TIRA prior to the end date.