
A message from **GARDA MANAGEMENT**

Date: April 19th 2024

Subject: April 26nd May 3rd 2024 Shift Bid Process

Please be aware that the shift bid has been Postponed until Friday April 26th 2024
The dates are:

- Friday April 26 – 08:30 to 18:30
- Monday April 29 – 08:30 to 18:30
- Tuesday April 30 – 08:30 to 18:30
- Wednesday May 1 – 08:30 to 18:30
- Thursday May 2 – 08:30 to 18:30
- Friday May 3 – 08:30 to 14:30

Because of this please check your updates shift id time.

.....

The new schedule comes into effect on **May 12th 2024**.

Please read carefully, as the shift bid process will slightly change from what you are used to.

There will be 2 rooms.

In Room 1 (Preparation Room), there will be two union members and one Garda representative, each equipped with a computer to assist agents in checking available shifts. Agents have the option to arrive 10 minutes prior to their shift bid time to prepare for the bid by reviewing available shifts. When agents are ready then they go to Room # 2 (Bid Room to place their bid (shift line number)

Note: Room 1 is not mandatory, as the shift bid will be displayed online using Google Drive, allowing everyone to view available shifts in real-time.

Here is the link to view your bid time, as well as the shifts that will be displayed for bidding.

[Click Here → Available Shifts & Bid Time Schedule ← Click Here](#)

Scan this QR code to view available shift lines and shift bid schedule:



Room 2 (Bid Room) It will have 1 union member and 1 Garda representative, both responsible for recording agents shift line number.

It's crucial to remember that agents can only enter this room when they have decided on the shift line they wish to bid on. Agents who are late and/or not prepared to place their bid must review the available shifts and decide what they want to bid on before entering or calling Room 1. As the available shifts will be displayed on both the union website and Garda Google Drive, agents who are not prepared will avoid occupying their colleagues' valuable shift bid time.

You will be given 3 minutes to choose your schedule. Once the time is up, we will move on to the next one, even if the choice has not been completed. The BID will take place in: the conference room, 2nd floor, next to the DSD office, Tel: 780-288-9919.

Agents may choose their shift line number in one of the following ways:

1. – In person
2. **Online** via “Microsoft Teams”

We strongly advise connecting through Microsoft Teams, as it allows for real-time visibility into whether we are running ahead of or behind schedule.

Here are the Links to Microsoft Teams:

[Click Here → Shift Microsoft Teams Link ← Click Here](#)

Scan the QR code for the link to Microsoft team shift bid at YUL.



3. Bid by Phone – 780- 288-9919

To ensure a smooth connection and avoid encountering a busy line, kindly make your call precisely at the designated time. If you happen to reach voicemail during your bidding slot, refrain from leaving a message, as it will not be monitored. Instead, please persist in calling until you reach a live person.

3. - **By submitting a Shift Proxy** Authorization Form, you grant permission for another officer to place bids on your behalf during your designated bidding

period. It is your responsibility to ensure that the authorized officer is informed about your specific bidding time. Please note that you can only designate one officer to bid on your behalf, so kindly refrain from distributing multiple forms.

Note: The Proxy form must be submitted the day before the Shift Bid to the management.

Here are the links for the proxy forms:

- [FORMULAIRE DE PROCURATION POUR LES CHOIX D'HORAIRE - FR](#)
- [BID PROXY AGREEMENT FORM - EN](#)

You can also find the proxy forms in the duty manager's office

Important points to Consider:

- It is the screening officers (Agents) responsibility to participate in the shift bid process by coming in person, calling via MS Teams / Phone or to submit a proxy.
- **You must bid on a shift. You will not be phoned to remind you of your bid.**
- Failure to bid at your bid time will result in being bypassed.
- Employees who do not bid will have shifts assigned to them.
- Your Bid is Final! - Once you have finished bidding there is no changing your selected shift line.
- **Variable hours:** Preferences are requested during the BID (AM/PM/NIGHT), but schedules will be established based on operational needs
- At the time of your bid, you are only able to select 1 line.
- Employees categorized as "inactive" will not participate in the initial shift bid. They will have the opportunity to place their bids after the initial bid process.
- A copy of shift bid results will be posted after the bid.
- PUNCH
Please note that if you are on your shift on the day for which you must make your schedule selection, it is mandatory to punch OUT when you leave for the bid and to punch IN when you return.