Scheduling

* Sasb MUST be covered (9-8 M-R, 9-4 F, 4-8 Sn)
* Cover Greenlaw 9-5 if possible, but SASB is the priority
* Must have at least 2 people working a location each hour
  + 5-8 hour at least 3 people working each hour
* Grad students work 14 hours + 1 hour meeting time
* Grad students get no more than 2 days off in a row
* New tutors work at most 6 hours, Veteran tutors work at most 10.
* A person can work no more than 4 hours in a row
* A person can work no more than a total of 5 hours a day (really try to not give people the max 5)
* Work with a person’s schedule in terms of length of hours working (keep continuous and don’t exceed duration).
* New tutors need to be trained so don’t give them a lot of greenlaw hours. Everybody needs to have some 9-5 hours so that a full time staff member could train them if need be.
* Try to have a balance of number of people working throughout the week.
* Staff meeting time where everybody doesn’t have a “NO”
  + Nobody can work at Greenlaw the hour before or after so that they have time to get to sasb (they can have 2 shifts w/ 2 locations, but there needs to be a gap)
* No person can work only mornings every day, they must work at least one evening
* Grad tutor must be at Greenlaw the first hour of any day to open the room, tutors don’t have a key to the room.