

Get That Job!

Understanding Work Schedules

Understanding your work schedule is an important part of any job. Employers use schedules to get work done in the least expensive way.

After you have been hired for a job, it is important to learn the rules of the organization. One major rule of any organization is to keep the work schedule that tells you when to report to work. It is best to arrive at least 5 to 15 minutes ahead of schedule. This will show that you are reliable and eager to begin your workday.

You are usually taught how to read a work schedule when you start to work. In some cases, you may be required to work a split shift that requires working several hours followed by more than an hour break. Then you would return to work for several more hours. For example, you may work from 6 a.m. to 10 a.m. then leave and return at 5 p.m. and work until 9 p.m.

There are two kinds of work schedules—one kind tells you when you have to work and the other tells you what to do as well as when to do it.

Below is an example of a work schedule that tells you when and what you have to do.

The Burger Bar Work Schedule

July 21–28 Shift: 4 p.m.–Midnight

NAME	M	TU	W	TH	F	SA
David Cook I	Deep Fry Area	Bread Area	Grill Area	Bread Area	Bread Area	Deep Fry Area
Kathy Cook 2	Grill Area	Salad Area	Deep Fry Area	Grill Area	Deep Fry Area	Grill Area
John Cook 2	Bread Area	Grill Area	Salad Area	Deep Fry Area	Grill Area	Bread Area
Mary Cook I	Salad Area	Deep Fry Area	Bread Area	Salad Area	Salad Area	Salad Area
Jill Cashier	Front Counter	Drive Thru	Front Counter	Drive Thru	Front Counter	Drive Thru
Joey Cashier	Drive Thru	Front Counter	Drive Thru	Front Counter	Drive Thru	Front Counter

Test how well you were able to read this work schedule by answering the following questions. (Answers on back page.)

1. What week is this work schedule for? _____
2. What shift does Joey have? What days? _____
3. Is Jill a cashier? (Yes/No) _____
4. What does Jill do on Monday and Tuesday? _____
5. When does Mary work in the bread area? _____
6. Who works the drive-thru on Wednesday? _____
7. Who works in the deep fry area on Friday? _____
8. How many days does John work in the grill area? Which days? _____
9. Who works Tuesday, Thursday, and Friday? _____

Below is an example of a work schedule that tells you when you have to work. John, Joyce, Jessie, and Mary are full-time employees, and Jan is a part-time employee. Each employee is required to report to work 30 minutes before each shift. This will cover lunch breaks. Most jobs require the employee to come in early or to stay late to take care of time spent for meals.

Fran's Beauty Shop			
Work Schedule - August 21-26			
	Day Shift 9 a.m. - 5 p.m.	Midday Shift 11 a.m.-7 p.m.	Evening Shift 12 p.m. - 8 p.m.
Monday	John	Jessie	Mary
Tuesday	John, Jessie	Joyce	Mary
Wednesday	Joyce, Mary	John	Jan
Thursday	Jessie, Joyce	Jan	Mary
Friday	Jan, Jessie	Joyce	John
Saturday	Mary, Joyce	John	Jessie

Check how well you could read this schedule by answering these questions. (Answers on back page.)

1. What week is this work schedule for? _____
2. Who works from 12 p.m. to 8 p.m. on Thursday? _____
3. Does any worker work two shifts in a row? (Yes/No) _____
4. What shift does Jessie work on Thursday? _____
5. What shift does Mary work on Friday? _____
6. What day is John off? _____
7. How many days does Jan work? How many hours? _____
8. How many days does Jessie work the day shift? _____
Which days are they? _____

There are many different types of work schedules. The example at right is of a “shift work” schedule.

Your work schedule contains important information and tells you what work you are expected to do. Here are some helpful ideas for being successful in following your work schedule.

- Always write down your schedule after it is posted.
- Look at the work schedule daily for any changes.
- If you need to be off on a certain day, let your supervisor know at least two weeks ahead of time.
- If you cannot go to work for some reason, call your supervisor at least 4 hours before you are scheduled to work so he or she can find a replacement for you. Don't have a friend, spouse, or parent call and lie for you. Make the call yourself if you are able.

The work schedule is an important part of any job. Keep a marked calendar at home to remind you and your family of your work time. Know your work schedule and be on time.

Jetson Chemical Plant Work Schedule June 1-14

Shift: 7 a.m. to 3 p.m.

WEEK I	M	TU	W	TH	F	SA	SU
Worker 1	off	Arnold	Arnold	Arnold	Arnold	Arnold	off
Worker 2	Matthew	off	off	off	off	Matthew	Matthew
WEEK II	M	TU	W	TH	F	SA	SU
Worker 1	off	off	off	Arnold	Arnold	Arnold	Arnold
Worker 2	Matthew	Matthew	Matthew	off	off	Matthew	Matthew

References

Robinson, Catherine and Jenise Rowekamp. *Speaking Up at Work*, Oxford University Press, 1985.

Crystal, John C. and Richard N. Bolles. *Where Do I Go from Here with my Life?*, Ten Speed Press, 1974.

Armstrong, Fiona, Myra Baum, and Joan Block Miller. *Getting Ready for the World of Work*, McGraw-Hill Co., 1980.

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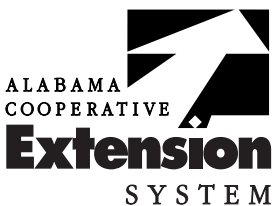
Answers:

The Burger Bar Work Schedule

1. July 21–28
2. 4 p.m.–midnight; M, TU, W,
TH, F, SA
3. Yes
4. Front Counter/Drive Thru
5. Wednesday
6. Joey
7. Kathy
8. 2; Tuesday, Friday
9. Everybody

Fran's Beauty Shop Work Schedule

1. August 21–26
2. Mary
3. No, unless you count the
next day
4. 9 a.m.–5 p.m.
5. None
6. Thursday
7. 3; Wednesday 8 hours,
Thursday 8 hours, Friday
8 hours
8. 3; Tuesday, Thursday,
Friday



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For more information, call your county Extension office. Look in your telephone directory under your county's name to find the number.

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