



If you're looking at changing your shift schedule, look at this first ...

## Shift Schedule Optimization™

At numerous 24-hour operations across North America, shiftworkers and management are laboring with antiquated or poorly designed schedules that lead to production problems, poor morale, health and safety concerns, worker fatigue, absenteeism and high turnover.

Many such schedules still exist, some left over from the early 1900's. Often they remain in place because of inertia -- even though there are schedules available that can much better meet the needs of management and employee, and avoid the current high risks and costs to your workers and your company.

### **Win-Win Scheduling**

Instead of risking the consequences of an arbitrary change in schedule, hundreds of round-the-clock companies have turned to CIRCADIAN for assistance in creative shift scheduling. CIRCADIAN is the global leader in providing 24/7 workforce performance and safety solutions for businesses that operate around the clock. Through a unique combination of consulting expertise, research, software tools and informative publications, CIRCADIAN helps organizations in the 24-hour economy optimize employee performance and reduce the inherent risks and costs of their extended hours operations.

A proven process for selecting the best schedule for your 24/7 operation and avoiding the implementation pitfalls

Call today to discover what CIRCADIAN can do for your operation 1-800-284-5001 or email info@circadian.com

By working together with employees, unions, and management, CIRCADIAN develops schedule options that meet the business needs, satisfy worker preferences, and are compatible with human physiology to promote health and safety.

Before risking the problems that are associated with a poorly-implemented schedule change, learn how CIRCADIAN can help you.

# Help Your Shiftworkers, and Improve Your Bottom Line!

Increased production quality, reduced absenteeism, higher morale and improvements in health, safety and alertness are just a few of the benefits that result from a well implemented scheduling process.

Employees typically realize a higher quality of work and home life, easier adaptation to night shift transitions, and reduced fatigue. CIRCADIAN 's Shift Schedule Optimization Process can help you build a stronger operation, and that makes good business sense.

#### **The Shift Schedule Optimization Process**

There are good and bad ways to change shift schedules. The worst way is for management to select and mandate a new schedule with limited employee involvement.

Similarly, task team and benchmarking approaches often fail to achieve consensus, and frequently overlook critical issues that arise from implementing the schedule change...creating costly oversights and negative employee reactions.



### Since 1983, CIRCADIAN has been helping 24/7 companies...

Similarly, many companies look for a perfect schedule, not realizing that no such thing exists. In fact, the best schedule for any group of shiftworkers is a site specific solution, which appropriately balances management, employee and biomedical criteria. Indeed, the process in which a schedule is derived is just as important as the scheduling "answer".

#### **Successfully Select and Implement Schedules**

Each plant site and each group of shiftworkers is unique, and the "best" or optimal shift schedule can only be achieved through a logical, systematic search for the scheduling solution that meets the needs for the greatest proportion of the workforce at each location.

CIRCADIAN has extensive experience in avoiding the pitfalls and achieving win-win solutions even in challenging or contentious environments. This is accomplished through a proven methodology that involves management, employees and labor representatives (when applicable) in a positive and participatory selection process.

For operations where the schedule must flex with the day to day workflow CIRCADIAN has partnered with Rostima to also bring you smart, easy-to-use schedule optimization software tools to optimize and manage your schedule.

The proper schedule helps you . . . Increase performance, Improve health, Improve safety, Decrease absenteeism

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## The Shift Schedule Optimization Process includes:

- Meeting with management, task teams and employee leaders to define operational criteria.
- Involving the people who will be affected by a schedule change through group interviews and presentations.
- Identifying employee lifestyle issues, needs and preferences through confidential surveys.
- Utilizing the survey data to clearly identify the sociological criteria for a new schedule.
- Providing scheduling education, so employees can make informed choices about a change that will affect both their home and work life.
- Applying innovative and effective schedule design, centered around scientific (physiological) principles, management needs, and employee preferences.
- Identifying the best alternative schedules for employees to consider against their current schedule.
- Utilizing proven selection procedures to ensure a fair and accurate outcome.
- Addressing the implementation issues (such as overtime, holiday pay, relief coverage, cost neutrality, etc.) to ensure effective solutions.
- Providing training to help shiftworkers best adapt to a new schedule.