

## MSRTP Scheduling Policies

Visit <http://docs.google.com> to access “MSRTP Shift Schedule.”

If you do not see it, email the student director at [Jessica.G.Fried.MED@dartmouth.edu](mailto:Jessica.G.Fried.MED@dartmouth.edu) with your Gmail address and I will share it with you.

### Policies

1. You can sign up for a maximum of 4, 5, or 6 shifts a month (depending on month, check calendar) prior to that month.
2. You can sign up for any number of available shifts within 2 weeks of today's date.
3. Please be aware of which shifts you signed up for and add it to your personal calendar.
4. Please show up on time, 5PM on weekdays and 2PM on weekends.
5. If your plans change and cannot work a shift that is beyond 2 weeks of today's date, simply remove your name from that date on the calendar.
6. **If you need to cancel a shift that is dated within 2 weeks of today, please send out an email to the MSRTP group ([msrtp@googlegroups.com](mailto:msrtp@googlegroups.com)) and ask someone to fill in for you – it is YOUR responsibility to find a replacement.**
7. If you miss a scheduled shift, please erase your name from that date on the calendar and notify the student director via email. We are keeping trends on shift coverage, so it is important that you erase your name from that date and notify us that a shift was missed.
8. The best way to avoid missing shifts is to be aware of the ones that you signed up for and not overcommit when you expect to be busy.