

REQUEST TO RECEIVE ROTAS VIA HCR EMAIL

Homecare Roster has a function that enables staff to receive their rotas via email rather than it being printed out and posted.

In line with the Consortiums Sustainability Policy we are keen to promote this aspect of the software to our employees - thank you for opting to receive your Rota's via email.

Employees Name	
Employee Number	
Scheme/Network	
Employees Home Address	
Employees Email Address	

- I agree to receiving my Rota details by email
- I agree to inform my Team Coordinator if I do not receive my Rota in line with the Consortiums Rota Management Policy.
- I agree to inform my Team Coordinator if I change my email address.
- I agree to keep my Rota in a safe place in line with Consortium Policy and Procedures.

- I also agree/do not agree to receive other correspondence from The Consortium by email.

Signed:- _____ Date:- _____

Team Coordinator:- _____ Date:- _____

This completed form is to be forwarded to your Team Coordinator.

Team Coordinator to forward to the Personnel Department.

Employee will be informed by the Team Coordinator to when they will start receiving rotas by email.