

The Future Time Off Program (a.k.a. FTOP)

The Future Time Off Program (FTOP) was developed for Coop members whose schedules do not allow them to select a regular once-every-four-weeks (ABCD) workslot. In exchange for the flexibility and ability to accrue work shifts in advance offered by FTOP, members who work FTOP are scheduled at times when the Coop needs additional labor. The Coop's labor needs change, so the same shifts may not always be available to FTOP workers.

FTOP workers may schedule shifts sporadically throughout the year or within a concentrated period of time. However, in two important ways FTOP operates like all other Coop work committees: FTOP workers are responsible for 13 workslots a year, and those shifts come due on a regular once-every-four-week basis. Once every four weeks (on Thursdays of A week) the Coop's computer will "withdraw" one completed shift credit from your FTOP "bank account." Keeping track of, and working in advance of, these "withdrawal" dates will help you remain "active" for work. A yellow postcard-sized calendar of the FTOP "withdrawal" dates – called FTOP Cycle dates – is available in the Membership Office and in the literature racks in the entrance lobby on the Shopping Floor.

Please become familiar with the following FTOP "Do's and Don'ts" prior to joining the FTOP committee.

1. **To Join FTOP, you must owe zero make-ups.**
Members who owe make-ups must complete the make-ups on a regular ABCD shift before contacting the Membership Office to join FTOP.
2. **All FTOP shifts must be scheduled in advance through the Membership Office.** You must schedule all of your shifts with the Membership Office so that the Coop can direct your FTOP labor to times where the Coop needs workers.
3. **To cancel an FTOP shift without penalty, the shift must be cancelled through the Membership Office at least 30 minutes before the shift start time.** The Membership Office is the only avenue through which members may cancel FTOP shifts. Contact us during our office hours: Monday through Thursday 8 a.m. to 8:30 p.m., Friday and Saturday 8 a.m. to 5 p.m.. Cancellations cannot be made with the Squad Leader of the shift where you are scheduled to work. Cancellations are allowed up to 30 minutes before the shift start time. However, the Coop's chances of replacing you, and of having an adequately staffed squad, diminish as the squad start-time approaches. To protect the Coop, please give us as much advance notice as possible.
4. **If you are absent from a scheduled FTOP shift without notice you will owe the Coop one FTOP shift as a penalty.** This includes situations where you contact the Membership Office to cancel after your shift starts or if you "cancel" with anyone other than the Membership Office.
5. **No more than two consecutive shifts may be scheduled on a given Committee in one day.** If you wish to work more than two shifts in a day, you must schedule shifts on at least two Committees. This rule exists to minimize the inconvenience and negative impact of last-minute cancellations and to prevent "burnout."
6. **FTOP workers must be reliable and must cover their work commitment in advance.** An FTOP member who is repeatedly absent from shifts without notice, or who cancels too large a percentage of the shifts they schedule, will be asked to leave FTOP and join a regular ABCD squad. An FTOP member who falls three (3) cycles behind will be removed from FTOP and asked to join a regular ABCD slot. Any scheduled FTOP shifts will be cancelled and the member will need to complete all owed shifts as make-ups before they will be allowed to rejoin FTOP.
7. **FTOP Cashier and Childcare shifts may be cancelled by the Membership Office under certain circumstances.** Because the number of workers needed to fill the cashier and childcare posts is strictly limited, the office may cancel your scheduled FTOP Cashier or Childcare shift if a regular ABCD worker signs up for the shift you have scheduled. Our policy is NOT to cancel FTOP cashier shifts when a) the ABCD member is a new cashier and you are willing and capable of training them and b) the ABCD member signs up for the shift within a week of its meeting date.
8. **On the day of the shift, sign your name in the attendance book next to your printed name.** As with other Coop workshifts, placing your signature next to your printed name on the attendance page for each shift that you schedule and attend is the only easy way for the Coop to verify that you were present. If you fail to sign in, we cannot guarantee you will be given credit for the shift.

9. **FTOP shifts may be available at any time of the day or week.** The most frequent FTOP availabilities are early weekday mornings, late weekday afternoons, and Saturday evenings. However, the Coop's FTOP needs are likely to change so please do not be surprised when the same shifts are not always available.
10. **If you are on FTOP, you can find out at the Entrance Desk how far into the future your completed work has covered you.** Ask the entrance worker to read the "covered to" date from the top right-hand side of the entrance screen when you enter.
11. **Keep track of the shifts you schedule and complete.** As in all areas of the Coop, errors may occur in the administration of FTOP. You will help yourself and the Coop if you keep a clear and accessible record of the shifts that you complete. Your records will be used should the need to research a discrepancy or resolve a conflict occur.
12. **Sign up for more than one shift at a time and cancel only when absolutely necessary.** The FTOP program is a good thing for the Coop and for many of its members, but it carries a heavy administrative burden. You can reduce the paper work associated with FTOP by signing up for multiple shifts at one time and only for shifts that you are relatively certain you can attend.