

To: Porferia Gomez, Manager- Starbucks
From: Aisha Shazar, student
Date: September 18th, 2022
Subject: Managing work hours

The purpose of this memo is to bring to light the few hindrances that may arise from scheduling that takes prolonged time to process and align with employees availability in the workplace. Along with that, introducing a way to expedite the process so that the management and employees will be more at ease.

Summary

There has been a rise of employees feeling their scheduled hours don't align well with their given available times. Although it is a rather simple system to punch in your available times in the work computer, it sometimes turns into a lengthy process for the manager to approve and adjust the schedule.

Discussion

Since previously employees' attempts to change schedule hours and availability have usually taken a but longer than expected to be approved. I have conjured a solution of my own that will convenience both the manager and employees. Instead of the manager having to approve the new available times put in they should be automatically approved. Majority of the time change in availability is approved regardless. Therefore if the changes were automatically approved rather than the employee having to wait or the manager having to manually accept it it would save a lot of time for both parties.

Not only but another way to convenience the manager is if more focus is placed on hiring employees that are available at different times and different days so that there can be a balance. In a way achieving a even more balanced equilibrium of employees that are hired to work at a variety of different times and days. This way if an employee where to drastically change their hours available or the days they work; the store won't be affected in a drastic manner.

Recommendation

First I would like to thank you for making time to read my proposal, I would really appreciate you taking into consideration my thoughts on the matter of workplace scheduling. I truly believe these simple changes would improve the problems that may arise with conflicting availabilities and scheduled work. I can be reached via email: aishashazar@gmail.com. Looking forward to hearing from you soon!