

TAB:	HUMAN RESOURCES
SECTION:	SCHEDULING OF WORK
SUBJECT:	FLEXIBLE WORKING ARRANGEMENTS

A. PURPOSE

This policy outlines the method of creating flexible hours of work for employees who can adjust their hours of work without negatively impacting service to clients, customers or citizens.

B. GENERAL

Flexible hours of work can be created to allow employees to meet demands outside of work on either a temporary or ongoing basis. This policy supports the Region's commitment to a healthy workplace and allows employees to establish a healthy work/life balance. Application or use of this policy is not a right and shall be allowed at the discretion of the supervisor.

C. MANDATE

This policy is delivered in accordance with:

- HR07-01 Hours of Work;
- HR07-10 Compressed Work Week Arrangements;
- HR07-11 Overtime and Time-in-Lieu - Non-Management Staff; and
- HR07-12 Overtime and Time-in-Lieu - Management Staff.

D. SCOPE

This policy applies to the following employees:

Organizational Status	- Non-bargaining
Pay Category	- Salary Rated

Classification	- Regular Full-time - Regular Part-time - Contract Full-time - Contract Part-time
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E. GUIDELINES

1. Temporary Flexible Hours

(a) In order to accommodate staffs' occasional need to adjust work time to address personal matters, staff, with their supervisor's approval, may adjust their hours of work to attend to personal appointments;

(b) Adjustments to hours of work may be in the form of schedule changes on the day of the appointment (e.g. coming in late and staying late to make up for the time missed) or accumulating time in advance or soon after the day of the personal appointment to account for the work time missed. The schedule adjustments must be approved by the supervisor; and

(c) Supervisors are to make every reasonable effort to accommodate staff's request for temporary changes in their hours of work to accommodate personal needs.

2. Ongoing Alternative Hours of Work

(a) Employees may request adjusted hours (outside of the normal working hours as noted in HR07-01 Hours of Work) on an ongoing basis in order to allow for ongoing commitments outside of work. Their work schedule must be approved by their supervisor and can not have a negative impact the delivery of services to our clients, customers or citizens;

(b) Adjusted hours of work can begin anywhere between 7:30 a.m. and 9:30 a.m. and can end anytime between 3:30 p.m. and 5:30 p.m.;

(c) All days must contain at least a thirty (30) minute meal break which must commence no later than five (5) hours after the start of the work day;

(d) Alternative hours of work arrangements may be ended at the discretion of the employee in consideration with their supervisor. Should there be a change in the needs of the department, a change in the demands of the clients, customers or citizens or a need to change the hours of work for performance reasons, such arrangements can be cancelled by the supervisor with appropriate notice; and

(e) Alternate hours of work arrangements shall be documented for the employee with a copy being placed in the employee's file. Any changes to, or discontinuation of, such

arrangements shall also be communicated by the supervisor, in writing (whether initiated by the employee or by the supervisor).

F. RESPONSIBILITIES

1. The employee shall discuss and propose hours of work which conform to the provisions as noted above.
2. The supervisor shall:
 - (a) review and approve the requested flexible arrangement providing that such arrangement does not negatively impact service delivery to our clients, citizens or customers;
 - (b) communicate the alternative hours of work in writing to the employee;
 - (c) ensure that other employees in the section area are aware of the flexible arrangement for the employee; and
 - (d) monitor the adjusted hours of work schedule to ensure that the schedule is maintained as agreed.

SOURCE: CAO Directive C04-08

LAST REVIEW: August 2004

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