****

**FLEXIBLE WORK POLICY**

This document will highlight three types of flexible work arrangements.

4 Pages 20-825

**We strive to continually update our Document Library for the benefit of our Members.  Please consider contributing documents from your organization.**

**Thank you!**

These documents have been voluntarily contributed by NOREX Members with the full knowledge that other Members may use them in any manner they see fit. NOREX and its Members shall not be held liable for any statements or interpretations contained within the documents.

**Flexible Work Arrangements**

One of the main challenges facing employees today is integrating the demands of work with personal responsibilities and interests. Where appropriate, flexible work arrangements can offer viable solutions in achieving work/life integration for employees and have also been shown to be important to employee engagement and retention.

There have been many studies that suggest there is increased productivity and quality of work when employers offer flexible work arrangements to employees, when they are implemented well and managed properly.

[ORG] is an employer that puts its people first. As part of this commitment, we recognize that our employees have lives and commitments outside of the workplace. As an employer, we believe in facilitating a flexible working environment when reasonable and possible given the operational requirements of an employee’s position.

This document will highlight three types of flexible working arrangements, including:

* Daily Flextime
* Weekly Flextime
* Working Remotely

It is important to note that flexible work arrangements are not substitutions for, or part of, the accommodation for employees with disabilities. There is a separate process in place to arrange for accommodation related to illness or disability. Please contact a member of the HR team for more information.

**Eligibility & Approval**

It is important for leaders and employees to fully consider the implications of flexible work arrangements before they are put in place and to have mechanisms to monitor and evaluate such arrangements.

Flexible work arrangements are not suitable for all positions and situations. While all employees have the right to request a flexible work arrangement, leadership approval of these arrangements is based on operational requirements and the employee’s specific role and responsibilities and is therefore not guaranteed. A detailed request must be sent by email to both your leader and your executive lead for review and approval.

Central to all options, unless otherwise stated in the employee’s letter of employment, participation in a flexible work arrangement remains a privilege and is not part of the employment agreement.

**Daily Flextime**

The purpose of this program is to satisfy both individual and organizational needs by giving employees a choice of work options based on their regular work week. This will allow for integration between work and home responsibilities.

Central to all options; however, are the following requirements:

* Flexible working hours are based on the employee’s regular work day.
* The core working hours for employees are 10:00 a.m. to 3:00 p.m. If an employee is consistently available and there is a full staff compliment during core working hours, they may select an alternative schedule (half hour increments) that addresses their personal situation. Examples include: 7:00-3:00; 8:00-4:00; 8:30-4:30; 10:00-6:00; assuming the standard one hour for lunch.
* The employee must ensure that both their email notifications and voicemail messages accurately reflect their working hours.
* The employee’s start and end time must be consistent day-to-day.

**Weekly Flextime**

Weekly flextime is intended to promote flexible work hours on a weekly or bi-weekly basis for **full time employees** (those who work 35 hours/week).

Weekly flextime is an arrangement where employees work longer days in exchange for a reduction in the number of days in their work cycle to allow a full or a half day off, Monday through Friday.

There are two options available:

1. Employees can choose to work their bi-weekly 70 hours over 9 or 10 days
2. Employees can choose to work their weekly 35 hours over 4.5 or 5 days

Time accumulated cannot be “banked” and must be used within the option period it is earned.

Weekly flextime is generally available to employees all year long. However, the ability to participate in this program requires leadership approval and is dependent on the nature of the role, workload and departmental coverage requirements.  This may mean that some departments will have blackout periods.

Weekly flextime should be built into schedules to allow for efficient work flow and to minimize disruption to current operations. Leaders will have the discretion to work within their teams to develop a process to balance the employee’s request and the needs of the business.

Weekly flextime should **NOT** be tracked in Avanti. Instead, employees and leaders are asked to track time locally.

**Working Remotely**

Working remotely is an arrangement where an employee fulfills their job responsibilities outside of an [ORG] office.

Our general approach to working remotely is to provide employees the ability to occasionally work from a remote location (i.e., a couple of days per week). Employees can also request a full-time remote working arrangement by submitting a formal request to the team’s executive lead and HR for review.

The following will be taken into consideration when reviewing each formal request:

* Nature of the role
* Office location
* Individual performance
* Business needs

Alternatively, in communities where physical office locations aren’t available or due to the nature of the role, an employee may be hired into a remote role. This will be confirmed in the employee’s letter of employment.

When an employee’s request to convert to a full-time remote role is approved or when an employee is hired into a remote role, they will be required to sign a working remotely agreement **prior** to beginning the remote arrangement.

Central to all options, thefollowing applies to all employees who work remotely:

* You must consistently work with your leader and remain flexible to ensure business needs are met. For example, where physical attendance is required at an event or meeting, you will be expected to make the necessary changes to your schedule.
* Your attendance at significant events (holiday parties, celebrations, program launches etc.) is also expected.
* If you are in a leadership position, you must ensure that you are present and accessible for your staff teams particularly when new employees are onboarding. It is crucial that both existing and new employees feel supported and connected to department leadership.
* Working remotely is not intended to be reconciled with the ongoing care of young children, elderly parents, pets, etc.  If your personal circumstances require your ongoing attention, you will be required to claim paid leave to cover your absence (vacation, personal etc.)
* It might not always be possible for you to be given more than a day’s notice for required in-person meetings or project work, so you must ensure you have plans in place that can accommodate any personal arrangements to allow you to attend the office in person.
* When working remotely, you must sign into all [ORG] platforms such as TEAMS etc.
* You must remain productive and accessible to colleagues and external stakeholders who need to be able to reach you whether you are physically in the office or not.
* For safety reasons, you cannot conduct meetings at your home, or provide your home phone number or address for contact to conduct work from home. Communications must be through an [ORG] email account and phone number.
* When utilizing video to conduct meetings, you are expected to adhere to our dress code to ensure professionalism.

**Considerations for those who request a remote working arrangement (includes both full time and occasional arrangements):**

* Working remotely privileges **will not** be extended to employees in their first three months of employment.
* Costs of setting up the home office (e.g., printers, monitors, internet and phone connection, utilities) are the sole responsibility of the employee.
* Travel expenses incurred when an employee is required to visit their central [ORG] office (as identified in the letter of employment) remain the sole responsibility of the employee. There may be instances where travel expenses may be eligible for reimbursement. Employees are encouraged to discuss potential exceptions with their leader prior to incurring expenses.
* Travel expenses incurred when an employee is required to travel for [ORG] business will be eligible for reimbursement as per our Business-Related Travel and Expenses Policy.
* Employees are not eligible for tax relief.
* **For those following an occasional schedule** (i.e., a couple of days per week), working remotely remains a privilege and **is not** part of the employment agreement. Leaders, at their discretion, may cancel or re-schedule an employee’s occasional remote work day(s) based on an individual employee’s productivity or changes in the needs of the business.

**Considerations for those who are hired into a remote role:**

* Some costs of setting up the home office (e.g., computer and internet) may be shared between the [ORG] and employee. Furniture and other fixtures are the sole responsibility of the employee.
* Travel expenses incurred when an employee is required to travel for [ORG] business will be eligible for reimbursement as per our Business-Related Travel and Expenses Policy.
* The employee must remain flexible to ensure business needs are met. For example, where physical attendance is required at an event or meeting or other activity, the employee will be expected to make the necessary changes to their schedule to ensure business needs are met.
* Employees may be eligible for tax relief and are responsible for initiating the completion of a T2200 form as per [ORG] guidelines.