

# Procedure

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## Flex Time

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### **Purpose statement**

To establish guidelines and provisions for flex time arrangements.

### **Scope**

This procedure applies to full-time permanent non-union and contract non-union employees. It also may apply to union employees, subject to the terms and conditions in the respective collective agreements.

### **Procedure**

Under a flex time arrangement, employees work their regular daily and weekly hours, but outside the normal start and end times of each day.

Not all jobs or departments are suitable for a flex time arrangement due to the nature of the work performed and operational requirements. Characteristics of jobs that may be eligible for a flex time arrangement may include jobs:

1. that provide direct customer service, extending the standard hours of operation
2. that require minimal contact with customers or co-workers, allowing for work to be completed outside the normal hours of operation
3. that involve tasks that require a minimum of supervision
4. that are project based.

Employee Characteristics suited to a flex time arrangement:

1. they arrange their schedules to co-ordinate with the times they are most productive
2. they can adjust their personal commitments/appointments to match the flex schedule (i.e. medical appointments scheduled outside of their work hours)
3. demonstrated ability to be punctual and maintain regular attendance
4. demonstrated ability to work independently and without constant supervision
5. share mutual trust with managers and supervisors
6. they have a good understanding of their job requirements
7. demonstrated ability to be self-motivated, well-organized, and disciplined in their approach to work
8. they are skilled communicators and take the initiative to keep themselves and others informed.

Organizational/Operational Considerations:

1. services provided (both internal and external) will not be compromised, or may be enhanced
2. the work unit will be able to retain the right mix of people in the office in order to meet all job requirements and hours of operation
3. the employee will be flexible in adjusting their schedule and be able to attend last-minute meetings, training sessions, etc. if required
4. the employee is able to temporarily suspend this work arrangement during their department's busy/peak periods where employees may be required to work extra/different hours
5. the work unit is able to accept and absorb change
6. health and safety requirements can be met
7. Information Solutions requirements can be met.

Corporate Requirements:

1. employees who would like to be considered for a Flex Time arrangement must first submit a request in writing to their director after consultation with their manager/supervisor. The decision to allow an employee to work Flex Time will be made by the director in consultation with the employee's supervisor
2. director approval is required
3. the director may establish core hours for the work unit, during which time the employee must be in the office
4. job descriptions or job classifications must not be altered – the nature and function of all affected positions must remain intact
5. there can be no increased labour costs and no significantly increased operational costs as a result of the arrangement.
6. employees are not permitted to have more than one flexible work arrangement at the same time. Consideration may be given for exceptional circumstances on a time-limited basis with Commissioner approval.

### Documentation Requirements:

1. the duration of the arrangement
2. the specific days and hours of work
3. no effect of the arrangement on the employee's compensation, benefits and OMERS pension entitlement
4. the employee agrees to be flexible with their time and adjust hours accordingly to meet business emergencies, demands and requirements
5. in the event of the transfer of the employee to a new position or department, the flexible work arrangement will be cancelled. If the employee wishes to continue the arrangement in the new position, he or she must discuss options with the manager/supervisor before discussing with their new director
6. the arrangement may be terminated by the employee or the town with reasonable written notice.
7. The arrangement must be expressly renewed with the approval of the manager/supervisor and director, otherwise it will expire as per the documented end date and the employee will resume their prior work schedule.

## References and related documents

Time At and Away From Work Procedure

~~Compressed Work Week Procedure~~

Reduced Work Week Procedure

~~Telecommuting~~ [Remote Work Arrangement](#) Procedure

## Responsibilities

### Responsibilities

#### Employee

1. maintains communication with supervisor, colleagues and clients to the town's corporate standards
2. is self-motivated, well-organized and self-disciplined in their approach to work
3. ensures service delivery is seamless to all other parties (internal and external)
4. the employee agrees to be flexible with their time and adjust work hours accordingly to meet business emergencies, demands and requirements
5. the employee is able to temporarily suspend this work arrangement during their department's busy/peak periods where employees may be required to work extra/different hours
6. failure to abide by the Flex Time procedure, or associate work rules determined by the supervisor may result in discipline up to and including dismissal.

### Supervisor/Manager

1. monitors productivity and maintains communication with the employee regardless of the work hours of the employee
2. ensures the approved schedule is not impacting the job duties and service levels of the department
3. ensures other employees are aware of the arrangement
4. ensures service delivery is seamless to all other parties (internal and external).

### Director

1. approves or denies the Flex Time agreement and schedule submitted by their employee.