



6.Z-2019: Flexible Work Arrangements – Flexible Work Hours

1. Overview

1.1 As part of St. Mary’s University’s (University) desire to support our employee to achieve greater work-life balance, improve workplace productivity and strengthen the employee experience, the University is supportive of flexible work arrangements for employees. The University supports two types of Flexible Work Arrangements including Telecommuting (Working Remote) and a Flexible Work Hours Agreements.

2. Eligibility

2.1 All permanent salaried full-time & part-time employees are eligible to apply for a Flexible Work Arrangement following the successful completion of their three month probation if they hold a position in which the nature of their role ensures operational needs will not be adversely affected by a flexible work arrangement.

3. Guidelines & Procedures

3.1 Flexible Work Hour Agreements provide flexible work schedules for employees on a full- or part-time basis. Flexible Work Hour Agreements is not a formal, universal employee benefit, and requests will be approved based on individual requests.

3.2 The University has the right to refuse to make Flexible Work Hour Agreements available to an employee. Both the University and the employee may terminate an approved arrangement with 30 days advance notice.

3.3 Employee compensation, benefits, work status, hours per day and work responsibilities will not change due to participation in the Flexible Work Hour Agreements program.

3.4 All Flexible Work Hour Agreements must include an agreed start and end date and the term of agreement cannot exceed two years. The agreement identifies the number of weeks (maximum of 2 weeks) the hours will be averaged over, the number of work days and hours per day in the averaging period, details on how overtime pay and time off with pay will be calculated and daily overtime threshold.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President’s Council	Human Resources	November 18, 2019	November 18, 2019	Every 5 years

- 3.5 An Employee's regular scheduled daily and weekly hours of work must not exceed 12 hours per day or an average of 44 hours per week and the employee may only have one active work schedule per agreement.
- 3.6 The University or the Employee may request changes to the employee's work schedule; however, 24 hours' notice of shift changes and 8 hours rest between shifts is always required.
- 3.7 Additional hours worked above the agreed up flexible work schedule will be treated as banked overtime and these hours are banked at a rate of 1.0 hours per additional hour.
- 3.8 Flexible time will be paid in accordance with the University's Overtime policy.

4. Request Process

- 4.1 An employee wishing to request a Flexible Work Arrangement must first have a discussion with their direct Leader to assess the suitability of such an agreement.
- 4.2 Once the first official discussion regarding a flexible work arrangement is made and if supported by the Leader, the Employee must formally submit a written request outlining the desired and proposed work arrangement with a signed *Flexible Work Hours Agreement* form with an "Appendix A" that outlines the desired/proposed work schedule.
- 4.3 In consultation with Human Resources, Leaders are expected to ensure that they formally review and respond to the Flexible Work Arrangement request within 10 business days of receipt of the application with a copy being provided to Human Resources & Payroll for inclusion within the employee's personnel file.
- 4.4 Leaders will be required to ensure that all approved arrangements, a fully signed agreement with a completed *Flexible Work Hours Agreement* form, is submitted to Human Resources & Payroll a minimum of 10 business days prior to the effective date. Further, the Leader will ensure that the Agreement is reviewed on an annual basis with any and all changes or amendments submitted to Human Resources & Payroll at least 10 business days prior to the changes taking effect.
- 4.5 Flexible work arrangement requests may be denied depending on satisfactory staffing requirements or operation needs.