

<b>Title</b>	<b>Flexible Work Arrangements</b>		
<b>Classification</b>	Administrative	<b>Oversight &amp; Responsibility</b>	Office of the VP & CFO; Human Resources
<b>Category</b>	Human Resources & Employment	<b>Effective Date</b>	2007 Jan 01
<b>Approval</b>	Executive	<b>Policy No</b>	1041

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

## Policy Statement

Royal Roads University supports the concept of flexible work arrangements with the goals of enhancing service levels and individual employee satisfaction in the work place.

Flexible work arrangement possibilities are job and work unit specific. Some jobs and work units cannot achieve required service levels with altered work schedules. Thus, not all employees are eligible to participate.

## Procedures

Where enhanced service levels and employee work place satisfaction are achievable through a flexible work arrangement the employee and supervisor may work together to prepare a written flexible work arrangement proposal, including a "business case" rationale.

All flexible work arrangements are temporary and may be cancelled or require amendment to ensure maximum service levels.

Flexible work arrangements will be consistent with the Employment Standards Act and provisions contained in employment or collective agreements.

Flexible work arrangements will not increase any salary, benefit or net operating cost or defer or accrue any salary or benefit obligation. It is the employee's responsibility to understand the affect that a flexible work arrangement may have on earnings, pension and other benefits.

Flexible work arrangements may include:

- Flexible starting and ending hours within a set of core mandatory hours
- Part time employment in the form of reduced daily, weekly or annual hours or working reduced hours at scheduled times of the week, month or year
- Job sharing which allows two part time employees to share duties typically performed by one employee
- Telecommuting, allowing an employee to complete some or all of their duties at home or other location
- Compressed work schedule, allowing an employee to work longer but fewer days during a given employment period

Should an employee be required to work on a scheduled flex day, they will not be eligible for overtime. Ideally, the time should be banked internally as straight time, to be taken as soon as possible when mutually convenient.

Written proposals for flexible work arrangements, including a “business case” rationale explaining how the new arrangement would benefit clients, co-workers and the employee, including the written endorsement of the supervisor may be forwarded to the division head. If the division head agrees, the proposal will be forwarded to Human Resources and Organizational Development for an assessment of legal and technical implications. The proposal will then be forwarded to the appropriate Vice President or the President for consideration.

## Review and Revision History

Date	Action
2007-Jan-01	Approved by Executive; current published version
2021-Oct-21	Transfer to new template – no content change
<b>Next Review</b>	
2010-Jan-01	For review