

Corporate Policy and Procedure



Policy	Flexible Time Policy
Category	Corporate
Authority	Human Resources
Related Policies	Flexible Work Location Policy
Approved By	Executive Team
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Revision Date	Click or tap to enter a date.

Policy Statement

In keeping with its Corporate Values, the Corporation of the City of Guelph is committed to supporting employees' work/life balance while also fulfilling organizational goals and supporting an effective work environment. Flexible Time arrangements facilitate the achievement of these objectives. This policy outlines Flexible Time options and procedures. This policy can work alongside with the Flexible Work Location Policy.

This policy is consistent with the provisions of the *Employment Standards Act* and shall be read in conjunction with any applicable collective agreement provisions.

The following principles apply to the City's Flexible Time Policy:

- If the organizational needs to change, Flexible Time access and options may change
- The policy will be posted for all employees
- The policy will be consistently applied to all employees
- The Flexible Time arrangements must be cost neutral
- Flexible Time arrangements must be operationally feasible
- The arrangements must not alter or replace the terms of the existing employment contract

Definitions

Core Business Hours: the period during which all employees must be present at the workplace or their flexible work location. Core hours are set by department or division management to facilitate the effective delivery of service and team work.

Flexible Time: any arrangement in which an employee works their regular number of weekly hours on a schedule other than their traditional shift schedule. Flexible Time arrangements include:

Compressed Work Week: condensing a full-time work week into fewer than five days per week.

Summer Hours: a five day work schedule where the regular 1.0 hour lunch break is shortened to 30 minutes and the work day ends 30 minutes earlier.

Flexible Hours: a modified work schedule where employees choose their start and end times so long as they are present during core business hours and the arrangement does not incur additional costs (overtime, shift premiums, etc.).

Flexible Accommodation: a plan for employees who require flexible time to care for ill family members or provide dependent care during school or regular care provider closures and/or for religious inclusion.

Flexible Time Off: arrangements where the employee has time away from work. Flexible time off arrangements include:

Community Volunteer: offering employees time off in return for community service

Voluntary Leave: purchased paid time off/leave, where employees can use a part of their salary to "purchase" extra paid time off subject to management approval and operational requirements

Reduced Hours: any arrangement in which an employee works less than full time. This includes:

- **Job Sharing:** an arrangement in which two (2) employees share an equivalent of one full-time position
- **Phased Retirement:** an arrangement in which an employee approaching retirement gradually transitions from a full-time position by working part-time

Types of Flexible Time Arrangements

Compressed Work Week

Regular full-time employees may condense their work week into fewer days with more hours worked each day.

There are two options for compressed work weeks:

- 10 working days compressed into 9 working days with 1 day off in two weeks
- 15 working days compressed into 14 working days with 1 day off in three weeks

When the City observes a statutory holiday, an employee working a compressed work week schedule is required to make up the additional time which would have been worked on that statutory holiday. The department and the employee will consult on the adjustments required to the employee's compressed work week schedule to ensure the total number of required hours are actually worked during the pay period.

When a statutory holiday falls on the employee's scheduled compressed day, the employee may take off the day immediately following the holiday, or in consultation with their leader, another day in the pay period.

Summer Hours

Summer hours will be announced annually, where applicable. Employees who work from a City facility with summer hours will have their schedule adjusted unless they have a compressed work week in place or have advised their manager that they want to continue a 1.0 hour lunch break and maintain their normal end of day.

Flexible Hours

In discussion with their supervisor employee may modify their start and finish time each day on a set schedule, but continues to work full-time hours so long as they are present during core business hours of determined by the management team.

Flexible hours arrangements must not incur additional costs (example – overtime, shift premiums, etc.).

Flexible Accommodation

Employees may request a flexible schedule for various accommodations including dependent care and religious inclusion.

Employees should take reasonable steps to arrange sources of care for their dependents. If accommodations are required, the employee will speak to their supervisor about the opportunity to work on an alternative schedule or temporarily revise their duties and expected levels of performance. In the event alternate dependent care measures conflict with the employee's ability to work at their previously arranged capacity, the supervisor and employee must discuss and reach formal agreement on a solution that aims to meet both the needs of employee and business.

Employees may request Flexible Time for other accommodation needs such as religious inclusion.

Community Volunteer

This program offers an opportunity for employees to volunteer in the community and strengthens the City's ability to be a Top Employer. It builds leadership skills and strengthens the City's relationship with the community. Annually employees will have the opportunity to earn seven (7) paid hours off after completing fourteen (14) unpaid volunteer hours. Projects and activities that qualify as eligible volunteer hours should be legitimate non-profit organizations, public charities or a school district and relate to one of the following categories: education, neighbourhood revitalization, senior and youth programs, health and human needs, civic improvement, arts and culture.

Generally, the following activities do not qualify under this program:

- Projects strictly serving religious, political, fraternal or professional initiatives and organizations;

- Projects which are not affiliated with a non-profit, public charity or school district as defined by the Canada Revenue Agency.
- City sponsored employee events
- Projects or programs that would pose a potential conflict of interest for the City of Guelph or are not aligned with the City's Corporate Values.
- Attending school field trips or coaching your child's sports team

Departments that are unclear if the volunteering request qualifies, please contact Human Resources for clarification.

Voluntary Leave

Voluntary Leave gives employees the opportunity to apply and purchase extra paid time off/leave without impacting their benefits, OMERS or current vacation entitlements. Voluntary leaves can only be approved if it is operationally feasible and does not result in additional costs for the department. Leave requests are to be submitted to the supervisor by September 15 for the leaves to occur the following year. Full-time employees may request up to a maximum of 20 days per calendar year (to be taken as full or half days) and regular part-time employees may request leaves up to a maximum of 10 days per calendar year (to be taken as full or half days). Approved leaves must conclude on or before December 31st. Leaves may not extend into the next calendar year.

If Voluntary Leave time makes it difficult for an employee to take their regular vacation time, it should not be approved as it will likely result in the "carry over" of unused vacation time. This is not the intent of Voluntary Leave, as it may cause operational, scheduling, or increased overtime issues for a department in the following year. Once the request is approved, the employee and their supervisor must create a schedule that ensures leave days are taken by December 31st and vacation days taken by the end of the calendar year. Employees requesting an approved leave day must ensure that it is approved and scheduled in advance; same day leave days will not be accepted.

Reduced Hours

Job Sharing

Job Sharing is a work arrangement where two or more employees voluntarily share or split one full time position. Both employees will enter into and sign a written agreement outlining the terms of the job share. The agreement will also be signed by the supervisor, and the General Manager of the Department or Deputy Chief Administrative Officer of the Service Area if there is no General Manager. If the shared position is a union position, the union is also a signing party to the written agreement. Each employee's salary will be pro-rated for the hours worked. The two job sharing employees may not work at the same time. Only one employee in the job share arrangement will receive benefits, typically the employee who works 21 hours per week.

Jobs can be shared by:

- splitting the work day with each employee working 3.5/4.0 hours

- splitting the work week with each employee working 2.5 days

Transition to Retirement

Under the transition to retirement work arrangement an employee works less than the standard weekly hours required for the position, with a proportional reduction in salary, for up to 3 months unless or until an extension is granted to a maximum of 6 months. Jobs identified as critical positions and have a succession plan are ideal for this arrangement. Employees must submit a letter to the supervisor with their intent to retire and the effective date.

Request Procedures

All eligible employees wishing to enter a Flexible Time arrangement are required to discuss with their supervisor to obtain approval and submit written requests to myHR@guelph.ca. All requests must include the following:

- Details of the Flexible Time arrangement
- Start and end date (if applicable) of the arrangement
- Any details to support the arrangement
- Their hire date

Flexible Time arrangements do not begin until HR/Payroll has reviewed and acknowledged the plan.

Exceptions

All Flexible Time arrangements are approved on a case by case basis by the supervisor considering the operational requirements of the division/department and the organizational needs.

All Flexible Time arrangements must be cost neutral. For example, flexible arrangements that incur extra overtime or shift premiums and/or extra equipment will not be approved.

Paid Flexible Time Off at Termination

Regardless of reason for termination of employment with the City, employees will receive pay for all earned but unused Flexible Time off. Employees agree that in the event they have used unearned Flexible Time, the City will be reimbursed.

Employee Communication

Employees participating in Flexible Time arrangements are accountable for maintaining sufficient communications with their colleagues and supervisor. Therefore, sharing work schedules and/or setting up recurring check-in meetings is required as part of all Flexible Time arrangements.

Trial and Review Procedures

Employees who receive approval for a Flexible Time arrangement will be subject to a three month trial period during which their performance will be assessed to determine suitability of the arrangement. The City of Guelph reserves the right to

discontinue the arrangement at any point during the trial period. Following the trial period, the arrangement may continue or be altered or discontinued based on the employee's performance and business needs.

Flexible Time arrangements will be reviewed annually to ensure they support employee performance and work/life balance, while also fulfilling organizational goals and supporting an effective work environment

Cancellation of a Flexible Time Arrangement

The City reserves the right to terminate any Flexible Time arrangement at any time for any reason with 10 days written notification to the employee.

Employees wishing to terminate Flexible Time arrangements are required to speak to their supervisor to ensure that the termination is in the best interest of the department. Employees will provide written notice to their supervisor to end their arrangement.