

POLICY **Alternative Work Arrangement**

CATEGORY

APPROVED BY

EFFECTIVE DATE

## POLICY STATEMENT

In keeping with its Corporate Values, The City of Guelph recognizes the importance of wellness for our people and commitment to public service.

The Alternative Work Arrangement Policy are aligned to the City's People Practices Strategy – A Well Workplace, where flexible work arrangements are important for work-life balance initiatives, and is aligned to the City's strategic plan to be recognized as a top employer in the community.

The City of Guelph supports and encourages flexibility in work schedules whenever possible and practical without compromising effective service delivery to the citizens and business partners of the City of Guelph.

## PURPOSE

The City of Guelph values its employees and the purpose of this policy is to recognize wellness by providing various flexible work opportunities to assist employees in meeting their work and personal responsibilities.

## SCOPE

This policy applies to all City of Guelph permanent full and part-time employees who have worked a minimum of six consecutive months unless otherwise stated.

## Policy Contents

The policy embodies many alternative work schedule opportunities that offer flexibility to employees that will assist with work-life balance in keeping with the municipality's requirement to be a responsive city to the residents and business community of Guelph.

The contents within the policy are intended to assist employees and management staff to understand each of the flex options, how to apply and administer these options consistently across the organization.

It is important to note that the following standard provisions remain throughout the policy.

- not all jobs may be suitable for each of the flex options outlined;
- the work habits, skills and abilities of employees may impact the decision to approve;
- alternative work schedules are a privilege rather than a right of employment;
- no approval request will contradict the collective agreement if applicable;
- organizational and operations requirements will supersede any and all requests;
- no requests will be approved if there are additional cost i.e. overtime;
- departmental goals and objectives must not be compromised due to Alternative Work Arrangements; and
- any approved Alternative Work Arrangement may be cancelled without notice; however, the Corporation will endeavour to provide reasonable notice where possible.

## GUIDELINES:

The Alternative Work Arrangement Policy provides information to employees and management staff on requesting, assessing and approving an Alternative Work Arrangement.

The policy will provide direction on the conditions that must be met prior to approval and how each flex option will affect the employee's compensation and benefits.

All requests must be submitted, assessed and approved in accordance with the provisions in this policy.

The terms and conditions in this policy are subject to review and change by the Executive Team. Staff will be provided reasonable notice and communication as required.

Employees may request any of the provisions as outlined in this policy. Other work arrangements not outlined in this policy must be initiated by the Supervisor/Manager and reviewed by Human Resources prior to implementation to ensure compliance with labour and contractual requirements.

A Leave of Absence is not part of the Alternative Work Schedule as employees may request a "leave" to deal with urgent family matters. Under a Leave of Absence, employees may take time off for either a short or longer term absence with a guarantee their position will be held in accordance with their employment or collective agreement.

## DEFINITIONS

### **Compressed Work Week**

Employees work a longer work day in exchange for a reduction in the number of working days in a pay period.

### **Flex Time**

Employees work their regular daily and weekly hours but outside the normal start and end times of their "regular" shift.

### **Job Sharing**

Two or more employees share the responsibilities of one position.

### **Work-from-home/ Telecommuting**

Employees complete their work from a home office, on either a:

- Infrequent basis;
- emergency basis;
- periodic basis; or
- permanent basis

### **Reduced Hours (Compassionate Care)**

Employees choose to work less than the standard hours required for the position with a proportional reduction in salary. These arrangements are available only for compassionate reasons during a time of crisis or to assist employees in transitioning to retirement. This is reduced daily or weekly hours. However, employees who require a leave of absence to care for a family member who is gravely ill and who has a significant risk of death within 26 weeks (six months) may apply for compassionate care benefits through Employment Insurance (EI). Employment Insurance may pay up to a maximum of six weeks of compassionate care benefits for eligible employees.

### **Salary Deferred Leave Program**

This is an authorized leave for up to one (1) year, in which an employee receives reduced pay during the enrolment period and received the accrued deductions and interest during the leave period. The leave period must commence within six (6) years from entering into the program.

**Voluntary Leave Program**

Employees are able to take up to an additional 20 days off annually and deductions are pro-rated from each pay.

## Policy Provisions and Introduction

Alternative working arrangements are any work arrangement that is different from the employee's regular work schedule. This may include, but is not limited to, any of the following;

- Compressed work week
- Flex time
- Job sharing
- Work from home/telecommuting
- Reduced Hours (Compassionate Care)
- Transition to Retirement
- Salary Deferred Leave Program
- Voluntary Leave Program
- Community Volunteering Program

The purpose of the guide is to help employees and management understand:

- the type of jobs that are suitable for each flex option;
- the work habits, skills and abilities of employees or skill that can be developed to ensure a successful work arrangement;
- how to fairly apply this policy;
- organizational and operational considerations; and most importantly that
- standard corporate needs are met.

***NOTE: Any informal arrangement in place on or before this policy is required to be reconsidered under the provisions in this policy.***

# REQUESTING AN ALTERNATIVE WORK ARRANGEMENT PROCESS

