

GUIDELINES
FLEXIBLE HOURS SCHEDULES
SUPPORT STAFF

<p>STATEMENT: <i>A Flexible Hours Schedule may operate in work areas where it is mutually agreed upon between staff and management. The Flexible Hours Schedule must be consistent with the Collective Agreement and the Guidelines below. Implementation of the Flexible Hours Schedule must not result in increased costs or diminution of services to the College.</i></p>

GUIDELINES:

Where a Flexible Hours Schedule is contemplated, the Administrator of the area in question shall ensure the employee(s) in question understand these guidelines. The Administrator shall consult with Employee Relations to ensure the proposed plan meets with contractual obligations and the following guidelines:

1. The operation of a Flexible Hours Schedule must be consistent with the terms and conditions of the Collective Agreement.
2. These guidelines apply to all full-time regular employees. When a full-time auxiliary is called in to replace a regular employee who works flexible hours, the auxiliary employee may be asked to adopt the flexible hours arrangement provided they are called in for the entire work cycle. In any event, the schedule must be consistent within each applicable pay period.
3. As outlined in Article 15.4(b) of the Collective Agreement, in reference to flexible hours:

"Such hours shall be scheduled between 6:00 a.m. and 10:00 p.m."
4. The work week must consist of at least four (4) days per week.

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5. In accordance with the Collective Agreement and the Employment Standards Act, the scheduled work day shall not exceed ten (10) hours per day and shall include a minimum of four (4) hours per day. Such hours shall be paid at straight time rates.
6. The maximum work cycle shall be four (4) weeks (140 hours).
7. Hours worked in excess of ten (10) hours per day, or in excess of the full-time equivalent work cycle maximum, shall be treated as overtime as per the Collective Agreement. Approval of the Supervisor must be given before any overtime is worked.
8. Meal breaks and rest breaks must be taken in accordance with the Collective Agreement. Working through breaks in order to count the time as time worked is a violation of the Collective Agreement.

Sick time, Bereavement Leave, Leaves for Court Appearance, Leaves to attend courses or Conferences, Family Illness Leave, and Professional Development Leave for Specialized Positions shall be paid at the following rates, dependent upon the nature of the Flexible Hours Schedule:

- (a) two week, nine day cycle 7.75 hours
- (b) two week, eight day cycle 8.75 hours
- (c) two week, ten day cycle 7.00 hours

On days where the employee reports to work and becomes ill, or commences Bereavement Leave, Leave for Court Appearance, Leave to attend courses or Conferences, Leave for Family Illness and/or Professional Development Leave for Specialized Positions begins part way through the work day, the maximum hours claimed in a day will not exceed ten (10). The work day in such cases will be determined to conclude at 4:30 p.m.

9. Where an employee is on sick leave during the four (4) week cycle, the maximum straight time hours for the cycle cannot exceed 140.
10. Pay for Statutory Holidays and Special Leaves provided for in Article 22.7 shall be the standard seven (7) hours per day. Staff on a Flexible Hours Schedule shall adjust the number of hours they work in that cycle to ensure they are paid the standard number of hours (140) for the four (4) week cycle.
11. During certain times of the year, Flexible Hours Schedules may be temporarily altered by the College to meet special needs.¹³ Vacation time shall be scheduled with the appropriate supervisor/administrator. The number of hours of

vacation reported in a cycle will be determined to complete the 140 hour cycle. Vacation hours will not be scheduled as overtime hours.

12. Vacation time shall be scheduled with the appropriate supervisor/administrator. The number of hours of vacation reported in a cycle will be determined to complete the 140 hour cycle. Vacation hours will not be scheduled as overtime hours.
13. In the event of a disruption of College services, e.g. strike, lock-out, etc., Flexible Hours Schedules shall be suspended until further notice.
14. The Administrator is responsible for consulting with Employee Relations prior to making a decision to approve a proposed Flexible Hours Schedule and/or any on-going revisions to it. Such consultation must occur prior to implementation of the schedule.
15. When "R" time (absent with pay for authorized leave) is used at the commencement or completion of a work day, the day will be determined to commence at 8:30 a.m. and/or conclude at 4:30 p.m. The work day is not to exceed ten (10) hours or be less than four (4) hours.

PROCEDURE:

1. Where an Administrator and staff member(s) have mutually determined that they wish to operate with a Flexible Hours Schedule, a written submission, outlining the details of the schedule and its implications, shall be forwarded to Employee Relations for feedback, a minimum of two (2) pay periods before the proposed implementation date.

The submission shall include a written schedule for each staff member participating, the length of the flexible schedule time cycle, coverage arrangements for days off, and the dates during the year when the Flexible Hours Schedule will apply.

An Employee Relations Department representative shall review the submission to ensure it is consistent with the Collective Agreement and these Guidelines. The Employee Relations Department representative will advise the Administrator of any inconsistencies and suggest amendments to eliminate the inconsistencies.

2. When a plan has been approved, the Administrator shall provide payroll with a written work schedule for each staff member involved.

The timely submission of timesheets to Payroll for those employees on a Flexible Hours Schedule is essential.

On occasion, the scheduled time off may be rescheduled by mutual agreement to be taken off in the next work cycle. Such arrangements shall be kept to a minimum, and a notation indicating the arrangement shall be made on the appropriate timesheet.

3. In order to ensure that staff are paid the standard number of hours in the schedule cycle (140) in which a Statutory Holiday and/or Special Leave falls, the employee shall adjust their schedule accordingly allowing for seven (7) hours on the day of the Statutory Holiday.
4. If a flex employee, as a result of termination, Maternity/Parental Leave, Leave of Absence, Long Term Disability or return from Long Term Disability, is unable to work a complete Flexible Hours cycle, the employee will contact Payroll to establish hours of work for the incomplete cycle.
5. Should one party (staff or administrator) wish to change the work schedule significantly, or return to a standard schedule, it shall be raised and discussed between the parties. Further to Guideline 13, in the event the changed schedule represents anything other than a Standard Schedule, the Administrator shall then forward the proposal to Employee Relations for feedback. Notwithstanding this, Article 15.8 of the Collective Agreement applies, and reads as follows:

"15.8 Changes in Hours of Work - Work Schedules

- (a) The Employer will provide written notification to those regular employee(s) that are to be affected by significant changes in their existing work hours/schedules.*
- (b) Employee(s) request(s) for changing existing work schedule(s) will be made in writing to their supervisor.*
- (c) The parties agree that the Labour Management Committee is the final avenue for concerns raised over any change as specified in 15.8(a) or (b)."*