

## HR Policy: Flexible Work Arrangements

### Purpose

Mount Saint Vincent University strives to provide its employees with a positive working environment that allows them to balance personal and work responsibilities, while continuing to provide the country's premiere Undergraduate experience. In support of the health and wellbeing of our workforce, Mount Saint Vincent University has established a policy for providing employees with flexible work arrangements.

### Scope

This policy applies to all permanent employees of Mount Saint Vincent University, with the exception of full-time and part-time faculty. This includes members of NSGEU Local 81, IUOE Local 721 (Steam Plant & Custodians), IUOE Local 721 (Security), and the administrative professionals employee group.

For unionized employees, flexible work arrangements are implemented in accordance with the provisions of the relevant collective agreement.

### Policy

Flexible Work Arrangements include any long-term change to normal working hours used in a work area during a regular work week. Types of Flexible Work Arrangements supported at The Mount include:

1. **Earned Time Off:** The Earned Time Off program will normally be used to accommodate requests for Flexible Work Arrangements. Under this program, employees work pre-approved modified working hours in order to bank time for Earned Time Off. For example, an employee may work an extra half hour 14 days a month, in order to earn one day off per month.
2. **Alternative Work Day:** In extraordinary circumstances, the University may approve a permanent modification to an employee's regular hours of work.
3. **Flexible Scheduling:** Where an adequate number of employees in a specific department have requested and wish to participate in scheduling their hours of work and the managing supervisor agrees; employees, using agreed upon unit/department guidelines, may schedule hours of work for approval by the managing supervisor.

## Procedure

### *General*

1. Eligible Employees may request a flexible work arrangement under one of the three categories listed above. Requests are made to the employee's managing supervisor and must be approved by the Director of Human Resources. The working hours for an employee utilizing a flexible work arrangement must equal the required hours per month.
2. The arrangement must be mutually agreeable to the Employee, the managing supervisor, and the Director of Human Resources.
3. The arrangement must not negatively impact the service provided by the employee's department and must not hamper the operations of the University.
4. Arrangements can be discontinued at any time, at the University's discretion.

### *Procedures for Earned Time Off*

1. How to earn modified working hours:
  - Approval: The managing supervisor must approve in advance any scheduled hours beyond regular hours that are intended to be used for modified hours.
  - Earning time: The time shall be earned before it can be taken. It will be earned in thirty minute intervals. Such time will be earned outside the normal work day. Lunch breaks, or other scheduled breaks, cannot be omitted or shortened in order to earn credit toward time off. All unanticipated leaves or closures will be calculated as a normal workday, regardless of any approved modifications to the scheduled workday. Normally, time off will be earned and used on a regular and consistent schedule.
2. How to take modified working hours:
  - Approval: The managing supervisor must approve in advance the scheduling beyond regular hours of any time to be taken as modified hours.
  - Taking time off: The time shall be taken in half or full day intervals. Earned time off may not be added to, or be used for, a vacation period. All earned time must be taken within the same month it was earned.
3. The managing supervisor will be responsible for keeping track of modified working hours as it is earned and taken.

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*Approved by:* Vice President (Administration)

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