

P O L I C Y

POLICY NO.: GG.
SECTION: GENERAL GOVERNMENT – PERSONNEL
TITLE/SUBJECT: FLEX TIME POLICY
ADOPTED DATE:
REVISION DATE:

1. Purpose:

The Municipality of Kincardine is committed to excellent customer service, staff accountability, the creation of a culture that retains our high performing employees and supporting the work-life balance of its employees. In line with this commitment, the purpose of the Flex Time Policy is to help employees balance the demands of their work with family and personal responsibilities, as well as maximize productivity.

By introducing flex time and compressed work weeks to the employees of the Municipality of Kincardine, this policy serves to improve employee engagement, attract top talent to the Municipal workforce, increase productivity and decrease absenteeism.

2. Definitions:

“Alternative Work Arrangements” means a work arrangement where an employee works extra hours on regularly scheduled workdays so that they are granted time off work with regular pay. For example, the employee would work 7.8 hours per day and take every other Friday off (based on a regular scheduled 35 hour work week).

“Core Business Hours” - The core business hours for all Departments operating out of Administration Offices will be 8:30 A.M. to 4:30 P.M.

“Flex Hours” means a work arrangement where an employee’s scheduled work hours are varied, by altering the start and end times of the working day, without reducing the standard hours in any given week. For example, the employee would work 8 – 4 or 9 to 5.

“Lieu Time” means a work arrangement where an employee works extra hours on a given workday so that they are granted time off work. For example, the employee would take a half hour lunch instead of an hour and then leave at 4 p.m. that day.

“Work-life Balance” means the ability to fulfill personal commitments while maintaining good work performance within one’s role at the Municipality of Kincardine.

“Personal Reasons” means that these reasons are personal to a staff person and the details do not need to be shared with your employer.”

3. Scope

- 3.1 This policy applies to all permanent full-time employees of the Municipality who have successfully completed their probationary period.
- 3.2 All alternative work schedules are subject to the approval of the employee's immediate supervisor and Senior Manager or designate.
- 3.3 It is important to note that the following standard provisions apply throughout this policy:
- not all jobs may be suitable for an alternative work arrangement;
 - alternative work arrangements are a privilege rather than a right of employment;
 - organizational and operational requirements will supersede any and all request;
 - any alternative work arrangement must not result in increased costs to the Municipality;
 - departmental goals and objectives must not be compromised due to any alternative work arrangements, flex hours or lieu time;
 - in the event of a transfer of the employee from one municipal department to another, any work arrangements will be cancelled effective immediately. Similar alternative work arrangements may be discussed and approved by the employee's new supervisor.

4. Guiding Principles

- 4.1 All alternative work arrangements are subject to the approval of the employee's immediate supervisor and Senior Manager or designate and cannot have a negative impact on the delivery of services or result in additional cost to the Municipality.
- 4.2 Any time off scheduled approved by the supervisor or Senior Manager or designate and will take into account the needs of the workplace, schedules of colleagues, absences and other priorities that may alter their ability to be away on the day as pre-planned. Employees may have to compromise by accepting an alternative day.

5. Alternative Work Arrangement Option

- 5.1 The alternative work arrangements option varies the standard five (5) day schedule into longer days within the *Employment Standards Act* provisions, to allow the employee scheduled time off.

- 5.2 The alternative work arrangements work day schedule cannot be extended by less than one half hour (0.5) or more than one and half (1.5) hours.
- 5.3 The scheduled time off can be arranged in one of two ways
- i. Days off can be pre-determined and time off consistently scheduled (i.e. the employee would work 7.8 hours per day and take every other Friday off (based on a regular scheduled 35 hour work week)
 - ii. Employees may earn up to a maximum of two working days to be used for time off. Employees can not accumulate any additional time until this time is taken.
- 5.4 Any time off shall be earned before taken.

6. Flex Time Option

- 6.1 The flex time option allows full-time employees the option to select and schedule their working hours within certain limits, according to the demands of their jobs and their personal time requirements.
For example:
- 7:30 a.m. - 3:30 p.m.
 - 8:00 a.m. - 4:00 p.m.
 - 9:00 a.m. – 5:00 p.m.
- 6.2 Employees are required to work their regular complement of daily work hours including their allocated breaks and unpaid lunch break.

7. Lieu Time Option

- 7.1 The lieu time option allows full time employees to occasionally adjust their hours of work personal reasons to a maximum of one working day.
- 7.2 Lieu time is occasional adjustments to hours of work by schedule changes on the day of the occurrence (e.g. coming in early and/or working late to make up for missed time) or accumulating time in advance or within two (2) weeks of the day of the occurrence. .
- 7.3 Employees required, as part of their job, to attend meetings outside of their normal working hours may make individual arrangements with their immediate supervisor and Senior Manager or designate to adjust their hours of work accordingly.

8. Procedure

- 8.1 Employees who wish to adjust their schedule must submit the appropriate form to their supervisor or Senior Manager or designate. The request must include
- i. Type of adjustment requested (alternative work arrangement, flex time, or lieu time);
 - ii. Proposed schedule modification;
 - iii. Start and end date of arrangement;
 - iv. For flex time and lieu time -the proposed scheduled time off.
- 8.2 Requests are subject to approval on a case by case basis.
- 8.3 Flex time arrangements must be reviewed on a yearly basis at a minimum.
- 8.4 When considering a request the following will be considered:
- i. The nature of the position, whether the job would be altered by adjusting the hours of work and whether the work can be completed within the proposed schedule;
 - ii. The overall quantity and quality of work that is normally completed can be sustained, does not negatively impact the work of others;
 - iii. The needs of the individual employee and the benefits to their work/life balance;
 - iv. Any occupational health and safety issues which may be a factor in the health and safety of the employee, co-workers and the public.
- 8.5 No request will create an additional cost to the Municipality.
- 8.6 Hours worked in addition to an employee's regular work day that are being accumulated or used as part of flex time or lieu time work arrangements are not eligible for overtime pay (subject to Employment Standards Act requirements). For example, if an employee's regular pay period consist of 70 hours, the total hours worked within that period (regardless of the hours worked per day) should equate to 70 hours and will be paid at straight time.
- 8.7 There will be no cash payout nor any carry forward of unused flex time or lieu time hours.
- 8.8 Requests shall be approved in writing, via the flexible work arrangement form, by the Senior Manager or designate and copies shall be provided to the employee and Human Resources.
- 8.9 Hours can not be accumulated on sick time, on vacation time, on statutory holidays or on any other authorized paid absence. All of these absences listed above constitute a standard work day and as such, contribute to the number of hours normally worked.