



Parent Policy	Human Resources
Policy Sponsor	VP People and Planning
Policy Administrator	Director Human Resources and Risk Services
SOP Owner	Director Human Resources and Risk Services

Approved	Effective	Last Minor Rev.	Last Major Rev.	Last Reviewed
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Flexible Work Arrangements

Purpose: This procedure establishes the steps required to request, approve, implement and terminate Flexible Work Arrangements.

Scope and limits: This procedure applies to all Flexible Work Arrangements at Lethbridge College that are not contractual or related to a medical or human rights accommodation.

This procedure does not apply to intermittent Employee requests to alter their work hours, schedule or work location. These requests may be addressed informally by the Employee's immediate supervisor.



Defined terms are capitalized throughout this Policy. Refer to the parent Policy and the Policy Framework for definitions.

Definitions in addition to those in the parent policy:

Flexible Work Arrangement(s) means mutually agreed upon altered work schedules and/or locations that are designed to support an Employee's ability to balance work, personal and family commitments. Examples of Flexible Work Arrangements are compressed work weeks, flex time and telecommuting.

Other References in addition to those in the parent Policy:

Flexible Work Arrangements Proposal
Flexible Work Schedule Agreement
Telecommuting Agreement

STANDARD OPERATING PROCEDURE

1. Flexible Work Arrangements are a strategic tool that can be implemented to promote a healthy work life balance. All Flexible Work Arrangements will be considered temporary and may be terminated or amended as necessary to ensure the College's operational needs are maintained.
2. Supervisors are responsible to initiate periodic reviews of Flexible Work Arrangements for example, as part of the performance review process. New Flexible Work Arrangements should be approved on a trial basis to provide an opportunity for the Employee and the supervisor to identify any issues related to the agreement and adjust the Flexible Work Arrangement as needed.
3. The steps necessary to facilitate Flexible Work Arrangements are outlined in Tables 1 through 5.

Table 1: Flexible Work Arrangement Proposals

Purpose	To request a new Flexible Work Arrangement, or to modify a previously approved Flexible Work Arrangement.
Description	An Employee can initiate a request by submitting a completed Flexible Work Arrangement Proposal form to their immediate supervisor. Employees may wish to discuss their request informally with their supervisor before initiating a formal request.
Outcome	A Flexible Work Arrangement Request is made by an Employee.

Table 2: Reviewing Flexible Work Arrangements

Purpose	For supervisors to review and evaluate a Flexible Work Arrangement Request.
Description	<p>All Flexible Work Arrangement requests will be reviewed on a case-by-case basis. Supervisors are responsible for considering requests objectively and fairly but are not obligated to provide their approval and may wish to consult Human Resources for support. When reviewing an Employee's request supervisors should consider:</p> <ul style="list-style-type: none"> • Is the request reasonable given the operational requirements for the position and department? • What is the potential to support Employee work/life balance? • Could the requested arrangement negatively impact operations, productivity or service levels? • What is the potential impact on the work unit, other Employees, Students and other College departments? <p>The supervisor approves the request or recommends approval to the CLC Member responsible for their department and communicates the decision to the Employee in writing (by email).</p>
Outcome	<p>The request is approved or rejected by the CLC Member responsible for the department.</p> <p>Where a request is denied, Employees will be provided with rationale for denying the request. Employees should bring any questions or concerns about the decision to their supervisor.</p>

Table 3: Implementing Flexible Work Arrangements

Purpose	To implement an approved Flexible Work Arrangement.
Description	A Flexible Work Arrangement agreement is created to establish the terms and conditions for implementing the Flexible Work Arrangement. Individual agreements will vary depending on the type of Flexible Work Arrangement that has been approved. Employees and supervisors complete a Flexible Work Arrangement agreement using the template provided by Human Resources to establish the terms and conditions of implementing the Flexible Work Arrangements. Copies of the agreement are provided to the employee, their supervisor and to Human Resources.
Outcome	The Flexible Work Arrangement is in place.

Table 4: Terminating Flexible Work Arrangements

Purpose	To end an approved Flexible Work Arrangement
Description	An approved Flexible Work Arrangement can be terminated by an Employee or by the College. An Employee who wishes to end a Flexible Work Arrangement must provide written notice (email) to their immediate supervisor. Where the College wishes to end an approved Flexible Work Arrangement, a written notice that includes the rationale and timeline for ending the agreement will be provided to the Employee. Flexible Work Arrangements that are terminated because the Employee is not meeting performance expectations may be terminated without notice. The supervisor notifies Human Resources in writing (email) that the Flexible Work Arrangement has been terminated and provides the end date of the arrangement.
Outcome	The Flexible Work Arrangement is terminated.

Table 5: Temporary Flexible Work Arrangements

Purpose	To facilitate temporary Flexible Work Arrangements
Description	<p>An Employee may request, or the College may allow or require that an Employee temporarily implement Flexible Work Arrangements during an emergency or exceptional circumstance (e.g. office closures due to renovations, temporary changes in business hours, weather disaster, illness, pandemic).</p> <p>Individual departments are encouraged to prepare for temporary Flexible Work Arrangements well in advance to limit service level interruptions and facilitate business continuity. This may include identifying appropriate equipment needs, hardware and software requirements etc.</p> <p>Employees should not assume any specified period of time for temporary Flexible Work Arrangements. The College may require employees to return to their regular work arrangement at any time by providing one working day notice to the Employee in writing (by email).</p>
Outcome	The Employee returns to their standard work arrangement.