

FLEXIBLE WORK ARRANGEMENT POLICY

PURPOSE

The purpose of this document is to:

- Describe and outline Brock's commitment to creating and maintaining flexible work arrangements (where possible), that respond to the needs and expectations of today's employees and support the attraction and retention of staff to reach the strategic goals and operational needs of the University.
- Establish Brock's Guiding Principles and key eligibility considerations to aid in effective and equitable decision making with respect to these requests.

This Policy will be interpreted in accordance with all applicable laws, including, but not limited to, the Ontario Human Rights Code, the Occupational Health and Safety Act, and any applicable collective agreement or employment contract. Further, the terms of this Policy are in addition to any legislative, regulatory, licensing, or other applicable legal requirements.

SCOPE

This Policy does not apply to positions represented by BUFA, CUPE 4207-1, and CUPE 4207-3, and may have limited applicability for positions represented by CUPE 1295 or IATSE due to the nature of the work.

If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

POLICY STATEMENT

When operational conditions permit their use, Flexible Work Arrangements (FWA) can generate higher job satisfaction, wellness, and work-life balance while fostering better access, productivity, efficiency, and aiding in recruitment and retention efforts. As such, their use is encouraged when feasible, consistent with the following Guiding Principles:

GUIDING PRINCIPLES

Brock will continue to prioritize outstanding academic and community experience, and service for our students, as well as, providing support for faculty, staff, and University operations.

The use of Flexible Work Arrangements is consistent with Brock's institutional strategic priorities and the goal of 'promot[ing] effective human resource practices and philosophies that improve inclusivity, accessibility, reconciliation and decolonization.'

Managers will seek to approve Flexible Work Arrangement requests, where possible, in support of the changing needs of today's employees and staff satisfaction, consistent with Brock's intention to be an employer of choice in Niagara, and Ontario.

It is critical that employees working remotely remain connected to their team. Managers and employees have a joint responsibility in fostering and maintaining this connectivity.

Decisions will be fiscally responsible, and resources will be managed effectively by stewards of the organization.

Employees who participate in Flexible Work Arrangements will not be negatively impacted, and they will continue to have opportunities for learning, development, and career growth.

Employees who do not have flexible work arrangements will not be negatively impacted by the Flexible Work Arrangements of others.

Fairness and equity will be important considerations when granting approvals for Flexible Work Arrangements.

FWA TYPES

Work From Home (WFH) – where an employee fulfils their job responsibilities at a remote location that is not operated by the employer on one or more days, or partial days, per week. The remote location is typically the employee's home but may be another location in Ontario, with approval. Employee's seeking to work outside of Ontario for more than one (1) week must have the written approval of their supervisor, SAC member, in consultation with the Office of People and Culture.

Compressed Work Week – an arrangement where an employee reduces the number of days worked weekly or bi-weekly by working longer shifts to fulfill their responsibilities (e.g., working nine (9) longer workdays instead of ten (10) regular days to allow for one additional day off, working four (4) longer workdays per week instead of five (5) regular days, etc.). Approvals for compressed work weeks must be done in consultation with The Office of People and Culture.

Adjusted Schedule – an arrangement that permits an employee to vary the normal working hours for the position while maintaining the total regularly scheduled hours each week (e.g., shifting the start and/or end time, or reducing the lunch period from 60 to 30 minutes).

IMPACT ON EMPLOYMENT

Stacked Arrangement – where a combination of arrangements are approved that occur simultaneously (e.g., approval of both a Compressed Work Week and WFH arrangement).

If an FWA is approved or instituted, it is understood that this does not change the employee's basic terms and conditions of employment with the University under the applicable collective agreement, employment contract, policies, and/or legislation.

An FWA must maintain an employee's regular number of work hours per pay period and income/wages such that it does not affect the employee's pension and benefit plans provided by the University (if applicable).

The University retains its contractual rights, including the right to assign work, to reorganize the workplace and the work, and/or to terminate employment, pursuant to applicable collective agreements, employment contracts and laws.

KEY CONSIDERATIONS A Flexible Work Arrangement:

- Will continue to support University operations and/or outstanding service to students.
- Will support core business functions.
- Will not require a department to restructure or change the job functions of any position.
- May not be feasible for those that provide direct supervision of and support for those working in-person, on campus.
- Will not result in a loss of productivity or added responsibilities for other colleagues.
- Will be reviewed on a case-by-case basis but will consider overall equity of opportunity within the department.
- Will have minimal cost and/or may free up University space for redevelopment purposes.
- Will not trigger overtime on its own.
- May not be feasible for an employee who requires additional support and training during their probationary period.
- May not be feasible for employees with identified performance concerns.
- Are not guaranteed and may be altered or terminated by the supervisor with reasonable notice.
- Will not be used in place of formal accommodation procedures (e.g., medical, family status, etc.).
- Must be compliant with collective agreement provisions and employment policies.
- Will consider departmental culture.

- May benefit employee well-being, mental health, and work-life balance.

In addition, a Work From Home Arrangement:

- Will require security and confidentiality protocols to be met.
- Will require a safe and ergonomic workspace with a reliable internet connection.
- May not be feasible if specialized equipment or information is required in order to perform assigned duties.
- May require the employee to attend site regularly or on occasion as directed.

In addition, a Compressed Work Week Arrangement:

- Will revert to a regular schedule for any week there is a statutory or designated President's holiday, and when operational demands require a change.

In addition, an Adjusted Schedule Arrangement:

- will ensure that a minimum of a 30-minute rest break is provided for in each scheduled 7-, 7.5-, or 8-hour shift, and that all other meal and rest break requirements of the *Employment Standards Act* are adhered to.

APPROVALS

A FWA will require approval from the employee's supervisor and the Senior Administration Committee member for the department. A FWA is not guaranteed and may be denied or terminated by a supervisor.

COMPLIANCE AND REPORTING

The University shall make a copy of this Policy accessible for all employees.

The University shall retain a copy of this Policy and any revised version of this Policy for a period of three years after it ceases to be in effect.

This Policy is under the jurisdiction of the Vice-President, Administration. The interpretation and application of this Policy is the responsibility of The Office of People and Culture.

SEE ALSO:

Flexible Work Arrangement Procedure
Flexible Work Arrangement FAQ's

Policy Owner:	Vice-President Administration
Policy Lead:	Associate Vice-President, People and Culture
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Related Documents:	Access to Information and Protection of Privacy Policy Records Management Policy Code of Conduct Employment Accommodation Policy Occupational Health and Safety Act IT Acceptable Use