



Policy Number:	CS-1308-2013
Policy Title:	Flexible Work Arrangements
Policy Owner:	Chief Human Resources Officer
Effective Date:	May 15, 2013
Last Revised:	September 23, 2020

In light of COVID-19, please note employees are expected to continue to work from home until further notice, unless otherwise discussed with your manager.

1. Purpose

The purpose of Mohawk College's Flexible Work Arrangements Policy is to identify flexible work options between the employer and an employee where both parties agree to voluntarily alter hours of work on a conditional basis, subject to operational requirements and the provisions outlined in this policy. The employer and/or employee may terminate any flexible work arrangement at any time with an appropriate notice period.

2. Application and Scope

This policy applies to all employees. Bargaining unit employees should also consult their respective collective agreements.

3. Definitions

"Compressed Work Week": An arrangement whereby employees work longer hours in exchange for a reduction in the number of working days in their work cycle (i.e., weekly or bi-weekly basis).

"Reduced Workload": An arrangement whereby employees work less than a standard work week and receive pro-rated salary and benefits based on the reduction.

"Flex-time": An arrangement whereby employees' scheduled work hours are varied - usually altering the start and end times of their working day - without modifying the length of the standard work day or work week.

"Flexible Work Arrangements": Altered hours of work, mutually agreed to by the employer and employee, designed to help employees balance work, personal and family responsibilities.

"Standard Work Week": The standard work week is normally either 35 hours, 37.5 hours, or 40 hours.

“Working from Home”: An arrangement whereby employees work remotely from their place of residence. Employees will be required to work their regular hours and fulfill all work-related obligations when working remotely.

4. Principles

The College is committed to supporting staff in maintaining healthy work life balance. This policy is based on the need to maintain consistent and transparent processes in the consideration and administration of flexible work arrangement options.

5. Accountability and compliance

5.1 Accountability Framework

This policy has been approved by Senior Leadership Team.

5.2 Compliance

The department Manager and Employees must ensure that operational needs are met and that productivity, costs and services are not negatively affected by the application of flexible work arrangements.

6. RESPONSIBILITIES

6.1 Manager

It is the responsibility of the Manager to:

- manage hours of work to ensure the department runs in an efficient and effective manner;
- advise employees of their start, rest and stop times;
- consider requests for flexible work arrangements and approve or deny requests based on the operational needs of the department and the feasibility of the employee's proposal;
- in consultation with an employee requesting a flexible work arrangement to develop a written agreement defining the specific conditions of the employee's flexible work arrangement in alignment with the appropriate template agreement provided with this Flexible Work Arrangements Policy;
- monitor each approved flexible work arrangement for:
 - the employee's compliance with the conditions of the written agreement;
 - the effect of the flexible work arrangement on departmental operations;
 - consider relevant Collective Agreement provisions;
 - consider relevant Ontario Employment Standards Act provisions;
 - if necessary, modify a flexible work arrangement in consultation with the employee or discontinue the arrangement.
- ensure Human Resources is involved in all arrangements

6.2 Employee

It is the responsibility of employees to:

- Ensure that work is completed in an efficient and effective manner;
- Fulfill agreements made with the Manager concerning work hours; and
- Consult with the applicable human resource policies and/or Collective Agreement to determine any impact on employee benefits.

7. Flexible Work Arrangements

Employees interested in flexible work arrangements are encouraged to explore options and submit requests to their Manager for consideration. Requests will be assessed on the merits of the individual submission and the needs of the business.

Flexible work arrangement options may include:

- Compressed Work Week
- Reduced Workload
- Flex-time
- Working from Home

The Manager has the discretion to consider and initiate flexible work arrangements that satisfy the definitions of the standard work day and the standard work week.

When considering requests for flexible work arrangements the Manager will take into account:

- the business needs of the department or division;
- restrictions regarding scheduling capacity;
- supervision of work;
- departmental hours of operation;
- service level impacts on departmental clients;
- the needs of the individual employee who made the request;
- the effect on co-workers and their ability to do their work;
- the requested duration of the flexible work arrangement; and
- any occupational health and safety issues which may be a factor in the health and safety of the employee, co-workers and clients.

Where flexible work arrangements are approved, the Employee, the Manager and the Union representative where required, will sign an agreement outlining their responsibilities and the terms and conditions of the flexible work arrangement. The Human Resources Consultant will place the signed agreement in the employee's Personnel file.

If the flexible work arrangement is negatively affecting the employee and/or departmental productivity, costs or operational needs, either party may discontinue the flexible work arrangement at any time with an appropriate notice period.

Employees who work a flexible work arrangement, or a shift schedule where the number of hours worked is greater than the standard work day, are entitled to receive one 15-minute paid rest period for every three and a half hours worked.

8. College Equipment and IT Security

Please review and refer to the Acceptable Employee Use of IT Resources Policy for guidance on acceptable and unacceptable use of the College's Information Technology (IT) resources and Security during Flexible Work Arrangements.

9. Policy Revision Date

9.1 Policy Review Date

September 2025

9.2 Responsibility

The Chief Human Resources Officer will review this policy every five years or earlier when required.

10. Specific Links

[Local 241 Full-Time Support Staff Collective Agreement](#)

[Local 241 Part-time Support Staff Collective Agreement](#)

[Local 240 Academic Staff Collective Agreement](#)

Administrative Terms and Conditions of Employment

Ontario Employment Standards Act

Flex-Time Procedure and Sample Agreement (PDF)

Compressed Work Week Procedure and Sample Agreements (PDF)

Reduced Workload Procedure and Sample Agreements (PDF)

Working from Home – Guidelines for Managers (PDF)

CS-1502-2002 Acceptable Employee Use of IT Resources Policy

[Flexible Work Arrangement Request Form](#)

Contents of and Access to Personnel Files Policy