

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>ADMINISTRATION</b>	SUBJECT <b>FLEXIBLE WORK SCHEDULES</b>

## 1. APPLICATION

1.1. This policy applies to all full time, salaried, permanent employees of the Municipality of Argyle.

## 2. PURPOSE

2.1. It is the intent and objective of this policy to provide a procedure, under which the Municipality of Argyle will consider flexible scheduling arrangements that are designed in the mutual interest of the employee and service to our citizens.

## 3. DEFINITIONS

3.1. *Flex time* – Arrangement that may include consistent daily schedule with individualized starting and ending times that are the same throughout the week or a varying daily schedule that starts or ends at different times each day. The varying daily schedule may include a consistent 7-hour day throughout the week or a varying schedule of more or less than 8 hours. For full-time employees, the total weekly hours for both consistent and flexible schedules must be 35 for the work week.

3.2. *Working from home request* – defined as a routine schedule arrangement (once a week for multiple weeks) or a one-time request (including working from home to supervise a sick family member, alternate arrangement to reduce travel time, or other circumstances approved by the CAO).

## 4. POLICY

4.1. Flex time will not be uniformly available to all positions however fairness and equitable administration of the procedures of eligibility will be ensured.

4.2. Written proposal detailing adjusted schedule and how it meets the requirements of the job description and the goals of the policy must be submitted to the Chief Administrative Officer.

4.3. The Chief Administrative Officer shall involve the supervisor of the employee submitting the request. If the CAO is the supervisor, the Municipal Clerk shall be asked to review the request.

4.4. Flex time will be considered on a case-by-case basis.

4.5. Employees are not required to participate.

4.6. Safety issues will be considered in evaluating the request, including violence in the workplace considerations.

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- 4.7. Flex time schedules must not cause or contribute the need for additional staff or for existing staff to work overtime and should not add any costs to the municipality.
- 4.8. Flexible schedules are a privilege, not an entitlement. Past work performance will be evaluated.
- 4.9. Adequate supervisory contact and employee accountability must be maintained.
- 4.10. The maximum period during which the office will be open to employees to conduct their work will be 7:00 AM to 8:00 PM. Leading or involvement in after hour events, such as recreation events, is not considered flexible work, it is likely considered overtime in accordance with our overtime policy.
- 4.11. A maximum of 10 hours may be worked in any one day, and hours in excess of 48 hours in a week shall not be permitted under this flex policy
- 4.12. Flexible schedules will be customized based on department needs, client needs and the employee's flexibility. The department head must ensure that their department is fully functional for the entire regular business day (8:30 AM to 4:30 PM).
- 4.13. The needs of coworkers who are on a different schedule should be evaluated and balanced with the needs of the requesting employee. Reasonable adjustments are expected by both.
- 4.14. Departments implementing flex time schedules must maintain or increase service levels to the clients. The employee must also maintain or increase personal productivity levels.
- 4.15. The flex time schedule will be implemented on one (1) month trial basis, with evaluation by the department head and CAO upon its completion. The evaluation must demonstrate productivity and performance.
- 4.16. The flex time arrangement will be reviewed at the time of the employee evaluation.
- 4.17. During weeks with paid holidays, for vacation and sick leave, flex time schedules have to be adjusted so that the 8 hours do not increase or decrease the total hours. (i.e. Sick leave taken on a scheduled 10-hour day will only account for 7 hours. Therefore, the remaining 3 hours must be accounted for at a later date.)
- 4.18. If the flexible time arrangement falls on a paid holiday (See policy on holidays) the employee may take the date immediately following the holiday, or as soon as possible after that date.

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## 5. WORKING FROM HOME REQUEST

5.1. A working from home request may be submitted to the CAO providing it meets the following requirements:

- a) Is submitted in advance;
- b) Is for a specific purpose, including but not limited to: increased work efficiency, ;
- c) Does not decrease the level of service.
- d) Does not exceed 3 days a week

5.2. Should the office be closed due to inclement weather, and an employee is scheduled to work from home, the employee is expected to work from home even with the office closed. Employees are expected to prepare in advance for inclement weather and have the equipment and files necessary to work from home. Employees shall not be entitled to replace that flexible scheduled day with a storm day leave.

## 6. OTHER

6.1. Flexible work schedules may have the unintended result in impeding others in the effective delivery of their work. While the Chief Administrative Officer and Department Heads will make every effort to accommodate staff needs, there may be occasions where flexible arrangements do not go as planned. If a staff member deems that a flexible arrangement is negatively impacting their own productivity, they should first raise the issue with the staff person, with the intention of a mutual and positive result. Should that not be the result, the staff member shall write a request to reconsider to the Chief Administrative Officer, indicating the reasons why the flex schedule negatively impedes their work. The CAO shall discuss this request with all parties involved, and with the Department Head before making a decision.

6.2. The Chief Administrative Officer reserves the right to suspend, cancel or amend this policy at any time, whether a concern is raised by a staff member or not. The Municipality of Argyle also reserves the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the employee's schedule does not allow the department to operate effectively and efficiently; if changes in circumstances necessitate the return to standard schedule; if an employee experiences performance problems deemed to be related to the new schedule; or for seasonal purposes (ie summer) where customer needs or programming necessitates an adjustment. Such circumstances will be evaluated on a case-by-case basis by the Department Head together with the Chief Administrative Officer.

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DRAFT

<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider [7 days minimum]: _____	
Date of Passage of Current Policy: _____	
I certify that this Policy was adopted by Council as indicated above.	
_____ Warden	_____ Date
_____ Chief Administrative Officer	_____ Date