

The Corporation of the Township of North Kawartha

Flexible Work Arrangements Policy

Item	Details
Status	Draft
Policy Title	Flexible Work Arrangements Policy
Policy Type	Human Resources Policy
Policy Subcategory	Section E. Employee Hours of Work, Overtime, Leave, Personal & Sick Time, Flexible Work Arrangements
Applies To	All Employees
Policy Owner	Chief Administrative Officer
Approval Authority	Council
Approval Date	
Effective Date	
Review Date	
Reference Documents	E14 Flex Time, By-law 44/11 Compressed Work Week Pilot Program
Legislation	Employment Standards Act

Flexible Work Arrangements Policy

1. Policy Statement

- 1.1. The Township of North Kawartha recognizes that flexible work arrangements may enhance employee well-being, support recruitment and retention efforts, improve productivity, and promote a positive work environment while maintaining excellent service delivery to residents and stakeholders.

The purpose of this policy is to provide a framework for the consideration and approval of:

- Flexible work hours (Flex Time)
- Compressed Work Weeks
- Remote Work (Work from Home)

Flexible work arrangements are not an employee entitlement and may be approved when they support operational requirements and service delivery objectives.

2. Scope

- 2.1. This policy applies to all Township employees.
- 2.2. This policy does not apply to:
- 2.2.1. Positions requiring continuous on-site attendance;
 - 2.2.2. Temporary, seasonal, or contract employees unless specifically approved by the Chief Administrative Officer (CAO) or Council;

3. Guiding Principles

- 3.1. The Township will consider flexible work arrangements based on the following principles:
- 3.1.1. Maintaining service levels to the public.
 - 3.1.2. Ensuring operational effectiveness.
 - 3.1.3. Supporting employee health and work-life balance.
 - 3.1.4. Maintaining fairness and consistency across departments.
 - 3.1.5. Ensuring compliance with applicable legislation, and Township policies.
 - 3.1.6. Preserving teamwork, communication, and accountability.

4. Definitions

Flex Time

A work arrangement that allows an employee to vary their start and end times while working their regular scheduled hours.

Compressed Work Week

A work arrangement where an employee works their regular weekly hours over fewer days.

Examples:

Four 10-hour days instead of five 8-hour days. (not including unpaid breaks)

Nine working days within a two-week period.

Remote Work (Work from Home)

An arrangement where an employee performs approved duties from an alternate work location, typically their residence, for part of their scheduled workweek.

5. Eligibility

5.1. Employees may be considered for a flexible work arrangement when:

- 5.1.1. They have successfully completed any applicable probationary period.
- 5.1.2. Their performance meets expectations.
- 5.1.3. Their position is suitable for the requested arrangement.
- 5.1.4. Operational requirements can continue to be met.
- 5.1.5. The arrangement does not create undue costs or service disruptions.

5.2. Approval is at the discretion of the Manager and may require approval from the CAO.

6. Flex Time

6.1. Standard Hours

6.1.1. The Township's regular business hours are:

- Monday to Friday, 8:30 a.m. to 4:30 p.m.

6.2. Flexible Scheduling

6.2.1. Eligible employees may request modified work hours provided:

- Core hours of 9:00 a.m. to 3:00 p.m. are maintained;
- The employee works their regular daily and weekly hours;
- Employees schedule a minimum of a half hour unpaid lunch break as per Employment Standards Act.
- Service levels and departmental coverage are maintained.
- Examples may include:
 - 7:00 a.m. to 3:00 p.m.

- 8:00 a.m. to 4:00 p.m.
- 9:00 a.m. to 5:00 p.m.

6.2.2. Managers may establish additional parameters as necessary.

7. Compressed Work Week

7.1. Employees may request a compressed work week where operationally feasible.

7.1.1. Examples include:

- Option A: Four-Day Work Week
 - Employees work their regular weekly hours over four days.
- Option B: Nine-Days Biweekly
 - Employees work additional daily hours in exchange for one scheduled day off every two weeks.

7.1.2. Approval shall be subject to:

- 7.1.2.1. Adequate departmental coverage.
- 7.1.2.2. Continued public service levels.
- 7.1.2.3. Ability to attend required meetings and training.
- 7.1.2.4. No increase in overtime obligations.

7.1.3. Statutory holiday pay and overtime calculations shall be administered in accordance with applicable legislation and Township policies.

8. Remote Work (Work from Home)

8.1. General

8.1.1. The Township recognizes that some administrative and professional positions may be suitable for remote work.

8.1.2. Remote work arrangements shall generally be limited to a maximum of two (2) days per week, unless otherwise approved by the CAO for operational or exceptional circumstances.

8.2. Eligibility Considerations

8.2.1. Remote work may be approved where:

- 8.2.1.1. Job duties can be effectively performed remotely.
- 8.2.1.2. Employee performance and productivity expectations are met.
- 8.2.1.3. Confidentiality and cybersecurity requirements are maintained.
- 8.2.1.4. Other employees are not negatively impacted.
- 8.2.1.5. Service delivery is not negatively impacted.

8.3. Employee Responsibilities

8.3.1. Employees approved for remote work shall:

- 8.3.1.1. Remain available and accessible during approved working hours.
- 8.3.1.2. Attend the Township office when directed.
- 8.3.1.3. Participate in meetings in person or electronically as required.
- 8.3.1.4. Maintain a safe and secure work environment.

- 8.3.1.5. Comply with all Township policies regarding privacy, confidentiality, records management, and information technology.
 - 8.3.1.6. Comply with Employment Standards Act
- 8.4. Equipment
 - 8.4.1. The Township may provide necessary equipment, subject to available resources and departmental requirements.
 - 8.4.2. Employees are responsible for:
 - 8.4.2.1. Internet service.
 - 8.4.2.2. Utilities and household costs.
 - 8.4.2.3. Maintaining a suitable workspace.

9. Application Process

- 9.1. Employees wishing to participate in a flexible work arrangement shall submit a written request to their Manager outlining on a prescribed form (Appendix A):
 - 9.1.1. Requested arrangement.
 - 9.1.2. Proposed schedule.
 - 9.1.3. Anticipated impact on service delivery.
 - 9.1.4. Proposed duration.
- 9.2. The Manager shall review the request and provide a recommendation to the CAO where required.
- 9.3. Approval shall be documented in writing.

10. Trial Period

- 10.1. Approved arrangements will normally be implemented on a trial basis for up to three (3) months. At the conclusion of the trial period, the arrangement may be:
 - Confirmed;
 - Modified; or
 - Discontinued.

11. Review and Termination

- 11.1. Flexible work arrangements shall be reviewed annually between employee and Manager and no later than December 31st of every year.
- 11.2. The Township reserves the right to modify, suspend, or terminate an arrangement where:
 - Operational requirements change;
 - Service levels are negatively impacted;
 - Performance concerns arise;
 - Health and safety concerns exist;

- Policy requirements are not met.
- 11.3. Where practical, two weeks' notice will be provided.
- 11.4. Employees may also request to discontinue an arrangement with reasonable notice.

12. Health and Safety

- 12.1. Employees working remotely remain subject to applicable health and safety legislation and Township policies.
- 12.2. Employees shall immediately report:
 - 12.2.1. Workplace injuries;
 - 12.2.2. Safety concerns;
 - 12.2.3. Incidents occurring during work hours.
- 12.3. The Township may require confirmation that a remote workspace meets reasonable health and safety requirements.

13. Confidentiality and Information Security

- 13.1. Employees must protect Township information at all times.
- 13.2. Requirements include:
 - 13.2.1. Secure storage of documents.
 - 13.2.2. Use of Township-approved technology.
 - 13.2.3. Compliance with cybersecurity standards.
 - 13.2.4. Prevention of unauthorized access to Township information.
- 13.3. Confidential information shall not be accessed or discussed in public settings.

14. Roles and Responsibilities

- 14.1. Employees
 - 14.1.1. Adhere to approved schedules.
 - 14.1.2. Maintain productivity and performance expectations.
 - 14.1.3. Comply with Township policies.
- 14.2. Managers
 - 14.2.1. Assess operational impacts.
 - 14.2.2. Monitor effectiveness.
 - 14.2.3. Ensure fairness and consistency.
- 14.3. Chief Administrative Officer
 - 14.3.1. Approve exceptions.
 - 14.3.2. Resolve disputes relating to flexible work arrangements.
 - 14.3.3. Ensure policy compliance across the organization.

15. Policy Review

This policy shall be reviewed every three years, or earlier as required by legislative or operational changes.

Appendix A – Flexible Work Arrangements Policy

Flexible Work Arrangement Request Form

Township of North Kawartha

1. Employee Information

Full Name:

Job Title:

Department:

Manager:

Primary Work Location:

2. Type of Flexible Work Arrangement Requested

(Select one or more)

- ☐ Remote Work
- ☐ Flex Time
- ☐ Compressed Work Week
- ☐ Other (please describe):

3. Requested Schedule or Arrangement Details

Proposed Start Date:

Proposed End Date (if applicable):

Describe the schedule or arrangement you are requesting: (Example: specific hours, days, remote/on-site, compressed week pattern)

If requesting remote work: Remote Work Location:

On-Site Days:

4. Reason for Request

Please explain why you are requesting this arrangement. (Examples: work-life balance, caregiving responsibilities, medical needs, operational efficiency)

5. Impact on Job Duties and Service Delivery

How will you meet your job responsibilities under this arrangement?

Communication plan with Manager, team, and the public:

Availability during core hours:

Equipment required:

6. Health and Safety (for remote)

Do you have a safe and ergonomic workspace?

- ☐ Yes
- ☐ No

7. Employee Declaration

I confirm that the information provided is accurate. I understand that all municipal policies, including confidentiality, health and safety, attendance, and performance expectations apply to any flexible work arrangement.

Employee Signature:

Date:

8. Supervisor / Manager Review

Reviewed By:

Date Reviewed:

Comments or Conditions:

9. Decision

- ☐ Approved
- ☐ Approved with modifications
- ☐ Not Approved

Effective Dates:

Expiration Date (Renewed annually):

Authorized By (CAO / Manager):

Signature:

Date: