



# Flex Time Policy

The Atlantic First Nations Water Authority [AFNWA] supports alternative work arrangement programs and strives to offer flexibility to employees and managers. These programs allow AFNWA to carry out essential business, while accommodating an ever-changing and diverse work force.

## **What is flex time?**

Flex time is a way to redesign or restructure traditional work schedules, that are different from regular office hours including a full schedule in fewer days. Employers often use this option to accommodate the changing workforce and business needs. Employees can use innovative scheduling to fulfill a variety of personal needs, including family responsibilities, routine health appointments, training opportunities, or volunteer and wellness activities. This type of scheduling is flexible enough to be used on an on-going or as-needed basis.

For example, the employee may take two hours to attend parent-teacher conferences and then make up the time during the same work week. Flex time allows an employee to manage personal and work activities without lost work time. Reduced work time (e.g., job sharing) and flexible work sites are also forms of alternative work arrangements and can be used in conjunction with flex time, but the focus of this policy is on restructured work schedules.

## **Flex time comes with several options**

The most common form of flex time is a fixed schedule where the employee works the same set hours each day, but it varies from the regular core business hours of the office, e.g., 7:30 a.m. to 3:30 p.m. in an office that is normally open from 8:30 a.m. to 4:30 p.m. Staff should note that an 8 hour day is assumed for all holidays, regardless of the flex time arrangement, and they should plan accordingly to accommodate their 40 hour work week. Flex time options include the following:

**Daily Flex-schedule** — a flexible schedule where the employee is free to set his/her own work hours within limits established by management. There are three components.

**Core Period** — *the hours in a workday when all staff are needed, e.g., 9 a.m. to 11 a.m. and 1 p.m. to 3 p.m., when meetings are likely to be scheduled and business activity is heaviest, etc.*

**Bandwidth** — *the hours during which managers allow flexible scheduling (includes the core period). It defines the earliest time employees may arrive and the latest time they may leave, e.g., 6 a.m. to 7 p.m.*

**Flexible Hours** — the hours an employee chooses to work. Under one approach, work schedules can vary daily on a scheduled basis providing the full workweek is completed. A variation is staggered work hours where employees begin and end at individually based, fixed times that do not change daily but may periodically change on specific dates. The arrangement can be used on a permanent or temporary basis, e.g., to make up missed time.

**Compressed work week** — a flexible schedule where a full work week is completed in fewer than five days by increasing the number of hours worked per day. The more common examples are the four-day (10 hours per day) or four and a half day [9 hours Monday to Friday with Friday afternoon off] workweeks.

**5 x 4 work week** — a flexible schedule where four days are worked in one week and five in the next for a total of 80 hours. There are variations on this type of schedule. The key is working 80 hours over a two-week period. This arrangement may require the redefinition of a work week for employees who are eligible for overtime which are normally based on a 40-hour week.

### **Who is eligible?**

Any employee is eligible; however, not every job lends itself to all flex time options. It will depend on the nature of the job and the business needs of the work unit. Flex time is voluntary. Only employees with an identified, documented performance problem should not be offered this option. Also, the manager may exclude an employee whose presence is critical during standard work hours.

In recognition of the requirement to pay overtime to employees in overtime-eligible jobs, flex time schedules for these employees need to be developed carefully. Flex time is not a right but a business arrangement. No employee is entitled to flex time and approval of the arrangement is the sole discretion of the employer.

**FLEX TIME REQUEST/AGREEMENT**

**I. Employee**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Manager: \_\_\_\_\_

**II. Work week**

<b>Current Schedule</b>	<b>Start/Stop Times</b>	<b>Proposed Schedule</b>	<b>Start/Stop Times</b>
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
Sunday		Sunday	
Total Work Hours		Total Work Hours	

Describe the basis for your request as it relates to the compatibility of your job with an alternate schedule and the impact on the business needs of your work unit, such as your workload, responsiveness to requests, impact on co-workers, staff coverage in the department.

**Approvals**

Flex time is a discretionary arrangement, and the primary consideration is AFNWA business needs. Approval of an alternative work schedule is at the sole discretion of management and may be discontinued or modified at any time.

Employee signature: \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Effective date: \_\_\_\_\_

End date (if temporary): \_\_\_\_\_

*Please file a copy of this document with the Human Resources Office by emailing [HR@AFNWA.ca](mailto:HR@AFNWA.ca)*