



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

Regulation Code: HR-4.3.1

• Employee Relations

Policy Code Reference: HR-4.3

Regulation: FLEXIBLE WORK ARRANGEMENTS

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-4.3, Flexible Work Arrangements.

1. Purpose

The Board allows flexible work arrangements, for eligible employees, to assist in meeting strategic priorities as well as operational requirements and to enable employees to exercise greater control over the interconnected aspects of their lives.

2. Types of Flexible Work Arrangements

The Board supports consideration of flexible work arrangements in which the number of hours worked are consistent with the number of working hours normally required of a position, however, the timing or location of the work is altered. Such flexible work arrangements may occur on an ad hoc/one-time basis. They may also take place on a recurring basis over a mutually agreed to term. Flexible work arrangements may include:

- 2.1 Flex Schedules, at the regularly assigned workplace, where the start, end, break and/or lunch times of the workday are varied;
- 2.2 Compressed Schedules involve working a traditional work week in fewer days by increasing the number of hours worked per day, such as when ten days of work are scheduled over the course of nine days; and
- 2.3 E-work, in which part of a person's regular duties are carried out at home or at a KPR location other than their designated work location when approved under Administrative Regulation HR-4.3.2, Flexible Work Arrangements, Work From Home Guidelines.

3. Eligibility

- 3.1 Determination of eligibility to participate in flexible work arrangements will be at the supervisor's discretion and subject to the approval of the appropriate superintendent in consultation with the senior administrator responsible for Human Resource Services or designate.
- 3.2 Normally, flexible work arrangements are appropriate for employees who do not require a paid replacement when they are absent from their regular workplace. Other eligibility factors include: the scope and type of work performed by the employee; security and confidentiality of work; availability of appropriate

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technology; performance and productivity; other work arrangements such as modified or part-time work; and team and department coverage. In all flexible work arrangements, supervisors must be confident that any risk to individuals or the organization has been adequately mitigated.

- 3.3 When more than one employee wishes to take advantage of flexible arrangements, collaboration and group consultation may be necessary to achieve an approach that is mutually beneficial while maintaining service and productivity levels.
- 3.4 Any flexible work arrangement request will be given due consideration based on the needs of the individual, a specific work team and/or the effective overall operation of a school or department. Flexible work arrangements will not be considered which adversely affect the provision of programs and services, and/or the operations of departments or the organization as a whole, or which subject individuals or the organization to unmanageable risk.
- 3.5 Occasionally, for the purposes of meetings, training and unexpected events, it may be necessary to alter flexible work arrangements to meet operational needs.
- 3.6 Flexible work arrangements may be terminated at any time at the sole discretion of the manager.
- 3.7 Flexible work arrangements that are for a mutually agreed to term (e.g., working a compressed schedule weekly over the course of two months) will be subject to an agreement between the employee and immediate supervisor, and subject to the approval of the appropriate superintendent in consultation with the senior administrator responsible for Human Resource Services, or designate.
- 3.8 In situations where it is beyond the employee's control (e.g., to admit contractor into home, urgent family matter that is not covered under any Board Policies and/or Collective Agreements), flexible work arrangements on an ad hoc/one-time basis would be discussed between the employee and immediate supervisor.

4. Responsibilities

- 4.1 Employees who feel flexible work arrangements are suitable or desirable for their situation may:
 - 4.1.1 discuss their interest in a flexible arrangement with their supervisor/superintendent, and, if the supervisor/superintendent is amenable,

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4.1.2 ensure that any risk to self or the organization is responsibly mitigated, recognizing that workplace safety insurance generally applies to e-work arrangements at home or away from KPR locations.

4.2 Supervisors will:

4.2.1 provide support and guidance to employees regarding possible flexible work arrangements and give due consideration to all requests;

4.2.2 review and make a fair, reasonable and transparent decision on all requests for flexible work arrangements;

4.2.3 closely monitor the flexible work arrangements in terms of risk and health and safety in alternate work sites and continued feasibility; and

4.2.4 revise, adjust and/or conclude any arrangements that do not support the success of the organization, team or individual.

4.3 Human Resource Services will support consistent implementation of flexible work arrangements by:

4.3.1 providing support and resources to supervisors to help them consider requests;

4.3.2 providing supervisors with strategies for evaluating and coordinating various arrangements; and

4.3.3 maintain and communicate Health and Safety guidelines and ergonomics strategies for working safely from home.