

Flex-Time Policy

Classification Human Resources	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Policy Statement 2 5 Special Situations 2 6 Responsibilities..... 2 7 History 3
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Associate Vice-President (Human Resources)	
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- 1 Purpose** The University of Calgary strives to provide a healthy workplace that supports a work/life balance. The purpose of this policy is to help Employees attain this balance while ensuring the operational needs of the University are being met.
- 2 Scope** This policy applies to full-time regular, limited term, fixed term or sessional Employees represented by the Alberta Union of Provincial Employees (AUPE) who have successfully completed their probationary period and whose faculty or department participate in a Flex-time work arrangement.
- This policy does not apply to academic staff or management and professional staff (MaPS).
- 3 Definitions** In this policy:
- a) “Approval” or “Approved” means the Approval of the appropriate manager.
 - b) “Eligible Employee” means a person who is engaged full-time to perform work on an established schedule at the University of Calgary and who is represented by the Alberta Union of Provincial Employees (AUPE).
 - c) “Employee” means a person who is engaged to perform work on an established schedule at the University of Calgary.
 - d) “Flex-time” means hours worked over and above the Normal Work Day on a previously agreed to regular schedule.
 - e) “Flex-time Taken” means hours taken off work during the Normal Work Day, as previously scheduled and Approved.

- f) “Management”, in reference to a position, means a person to whom an Employee is directed to report and who is responsible for securing budgetary approval.
- g) “Normal Work Day” has the same meaning as “normal hours of work” in the Article entitled “Hours of Work” in the AUPE Collective Agreement.

4 Policy Statement

- 4.1** Flex-time is an Approved alternative work schedule to accommodate Employee needs or preferences. Flex-time allows Eligible Employees to work additional hours beyond the Normal Work Day (but not exceeding 8 hours in one day) in exchange for reduced hours on other days.

Flex-time Schedule

- 4.2** Eligible Employees may request to work a Flex-time schedule.
- 4.3** The Flex-time schedule must be mutually agreeable to the Employee, supervisor and unit manager, and not hamper the overall operations of the unit.
- 4.4** Units may set up schedules differently, based on peak user and staffing demands. Flex-time schedules should be documented in writing.
- 4.5** The Flex-time schedule must be operationally viable and can be discontinued at any time, at Management’s discretion.

Eligible Flex-time Earning Period

- 4.6** Flex-time must be earned outside the Normal Work Day which ensures at least a one-half (½) hour meal break at approximately the midpoint in the work day.
- 4.7** Rest periods are considered breaks and, as such, the Flex-time earning period will not include working through the breaks.
- 4.8** Flex-time will normally be accumulated in periods of fifteen (15) minute intervals (or multiples) per day.
- 4.9** The Flex-time worked may be the same or different by day and week.
- 4.10** Whether the Normal Work Day is 7 hours or 7.5 hours, an Eligible Employee cannot work more than 8 hours for the purpose of earning Flex-time.

Utilization of Flex-time

- 4.11** Flex-time must be taken at least half a day at a time.
- 4.12** No more than two (2) days of earned but unused Flex-time may be held at one time.
- 4.13** Flex-time will be earned and used on a regularly scheduled basis.

5 Special Situations

Subject to Management approval, exceptions to this policy may be made for the purpose of assisting an Employee who must deal with an extraordinary matter.

6 Responsibilities

- 6.1** Approval Authority – AVP Human Resources or Designee

- a) ensure appropriate rigour and due diligence in the development or revision of this policy;
- b) ensure compliance with the University's Authority and Accountability Framework;
- c) ensure compliance with applicable legislation.

6.2 Implementation Authority – AVP Human Resources or Designee

- a) ensure that University staff are aware of and understand the implications of this policy and related procedures;
- b) monitor compliance with the policy and related procedures and legislation;
- c) regularly review the policy and related procedures to ensure consistency in practice; and
- d) sponsor the revision of this policy and related procedures when necessary.

6.3 Employees will:

- a) consult with Appropriate Manager when developing Flex-time proposals;
- b) submit the completed and signed Flex-time Request Form to the Appropriate Manager.

6.4 Management will:

- a) be accountable for the day to day management and implementation of this policy and its potential to result in a fiscal liability for the University of Calgary (Accountability will form part of performance management goals associated with human and financial resource accountabilities);
- b) assess the operational impact of Flex-time requests;
- c) find suitable arrangements, when and where feasible;
- d) approve or recommend approval for Flex-time request;
- e) manage the Approved Flex-time arrangement, and inform Employees of any problems with the arrangement.

7 Related Procedures Flex-Time Procedure

8 History Approved: March 31, 2010

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