

Flex-Time Procedure

Classification Human Resources	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Procedure 2 5 Parent Policy..... 3 6 Related Instructions/Forms..... 3 7 History 3
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Associate Vice-President (Human Resources)	
Effective Date August 1, 2010	
Last Revision January 17, 2019	

- 1 Purpose** The purpose for the procedure is to expand on and provide additional details to those included in the Flex-time Policy.
- 2 Scope** This procedure applies to all Eligible Employees represented by the Alberta Union of Provincial Employees (AUPE).
- 3 Definitions** In this procedure:
- a) “Approval” or “Approved” means the Approval of, or Approved by, the Appropriate Manager.
 - b) “Basic Salary Rate” is defined in Article 1(d) of the Collective Agreement.
 - c) “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).
 - d) “Employee” means a person who is engaged to perform work on an established schedule at the University of Calgary.
 - e) “Flex-time” means hours worked over and above the Normal Work Day on a previously agreed to regular schedule.
 - f) “Flex-time Taken” means hours taken off work during the Normal Work Day, as previously scheduled and Approved.

- g) “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.
- h) “Normal Work Day” has the same meaning as “normal hours of work” in the Article entitled “Hours of Work” in the AUPE Collective Agreement (Collective Agreement Article 18).

4 Procedure

Flex-time Schedule

- 4.1 At the discretion of the Department or Faculty, a Flex-time program may be implemented if operationally viable.
- 4.2 Flex-time must be earned as outlined in the Flex-time Policy; the use of a Flex-time program should not replace overtime provisions in the collective agreement.
- 4.3 Eligible Employees who are participating in Flex-time must complete a Flex-time Request Form, and both Management and the Employee must be in agreement.
- 4.4 Flex-time is normally earned in 15-minute increments (or multiples) outside the Normal Work Day, and at the Employee’s Basic Salary Rate. An Employee cannot work more than 8 hours in one day for the purpose of earning Flex-time.
- 4.5 Flex-time can only be accumulated to a maximum of 2-days (based on the Employee’s regular hours) before being used, and days off must be scheduled.

End of Employment

- 4.6 Once an Employee provides notice of resignation or retirement, the Employee may no longer earn Flex-time. Any earned Flex-time hours must be used prior to the Employee’s last day. If this is not operationally feasible, the Department must payout all hours earned.

Scheduling

- 4.7 In order to track Flex-time, Employees will be required to add the Flex-time worked (in the applicable increment) to the HCM timesheet system.
- 4.8 It is essential that Flex-time hours are Approved by Management and updated by the employee on the HCM timesheet system.
- 4.9 Because of staffing changes or other circumstances, it may be necessary for Management or an Employee to request to reschedule a previously scheduled Flex day. In the case of a change requested by Management, the Employee must be given appropriate notification and the request to reschedule must not be made lightly.
- 4.10 It is recommended that Management review, on an annual basis, the operational viability of continuing a Flex-time program.

Retirement

4.11 Once an Employee has submitted an Approved retirement date all efforts must be made to ensure any earned but unused Flex-time is used prior to the retirement date. If this is not operationally feasible, the Department must payout all hours earned.

Transfers within the University

4.12 Earned but unused Flex-time must be used prior to a transfer. As each Department and Faculty determines participation in Flex-time, it is not guaranteed that any previously agreed Flex-time schedule would be available in the new Department (Collective Agreement Article 44). If this is not operationally feasible, the Department in which the Flex-time was earned must payout all hours earned.

- 5 Parent Policy** Flex-Time Policy
- 6 Related Instructions/Forms** Flex-Time Request Form
- 7 History**
Approved: March 31, 2010
Effective: August 1, 2010
Revised: January 17, 2019