

## FLEXIBLE WORK POLICY

**Approving Authority:** President & Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** September 1, 2021

**Date of Most Recent Review/Revision:** October 22, 2024

### **Related Policies, Procedures, and Documents:**

- Disconnecting from Work Policy
  - Employee Standards and Performance Policy
  - Employee Accommodation Policy
  - Health and Safety Policy
  - Workplace Violence and Harassment Policy
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### **1. Purpose**

- 1.1. This policy outlines the flexible model of work that permits eligible employees, based on their job requirements and operational needs, to request to work from a remote location or adjust their traditional working schedule to meet personal, family, or other approved obligations.

### **2. Definitions**

- 2.1. **Employee:** A paid worker of the Students' Union.
- 2.2. **In-Person Work:** Work performed by an employee when they are physically present in a Students' Union office or on a Wilfrid Laurier University campus.
- 2.3. **Remote Work:** Work performed by an employee at their place of residence, or from a remote location, where they are not physical present at a Students' Union office.
- 2.4. **Supervisor:** The individual to whom an employee directly reports, or their designate.

### **3. Jurisdiction/Scope**

- 3.1. This policy applies to all Students' Union employees.

### **4. Flexible Work**

- 4.1. There are three (3) types of flexible work arrangements:

- 4.1.1. **Ad-hoc:** When an employee requests to work remotely on a one-off or occasional basis, not to form part of their regular work scheduled, but to accommodate a short-term circumstance, for a concentrated work purpose, or to accommodate appointments or

temporary personal requirements.

4.1.2. **Regular:** When an employee requests to work remotely on a regular basis as part of their regular work schedule.

4.1.3. **Accommodation:** When an employee works remotely as part of an agreement formed according to the Employee Accommodation Policy.

#### Approval and Notice

- 4.2. An ad-hoc flexible work occurrence should be approved by an employee's supervisor at least twenty-four (24) hours in advance, if possible.
- 4.3. A regular flexible work arrangement must be agreed to by the employee, their supervisor, and a Human Resources representative.
  - 4.3.1. A regular flexible work arrangement will generally not exceed two (2) working days per week.
- 4.4. An accommodation-based flexible work arrangement must be agreed to by the employee, their supervisor, a Human Resources representative, and approved by the Executive Director.
  - 4.4.1. Remote work is not an appropriate substitute for circumstances requiring employee leave, as outlined in the Employee Vacation and Leave Policy.
- 4.5. Flexible work arrangements will be dependent upon the operational and service needs of the employee's department to ensure standards are not compromised.
  - 4.5.1. Flexible work arrangements will not be permitted if it will have a negative impact on the work of the employee or on the delivery of the service.
- 4.6. Flexible work hours must be approved by an employee's supervisor, and any deviations should be addressed according to the Employee Standards and Performance Policy and the Disconnecting from Work Policy.
- 4.7. Flexible work arrangements are not permitted if the work is going to be completed outside of the Province of Ontario.
  - 4.7.1. Limited exceptions may be granted by the Executive Director.

#### Flexible Work Requirements

- 4.8. Employees must comply with all relevant Students' Union policies and health and safety standards while working remotely.
- 4.9. Employees are required, if possible, to perform all remote work on Students' Union computers, and work within the organization's web-based Microsoft 365 subscription service.
  - 4.9.1. Employees are permitted to take a computer provided by the Students' Union to their place of residence to complete remote work.
- 4.10. Employees are responsible for covering the costs related to the flexible work arrangement and their remote workspace, including any additional costs for internet access, insurance, or optional technology or equipment not provided by the Students' Union.
  - 4.10.1. An employee may discuss their technology, and equipment needs for remote work with their supervisor.
- 4.11. Employees are required to take any additional steps as required to maintain confidentiality and privacy when working remotely.

- 4.11.1. Employees are encouraged to seek guidance from their supervisor about remote work best practices, including appropriate spaces for joining a meeting virtually, ensuring access to required resources, and data security.
- 4.12. Supervisors must consider the importance of regular in-person engagement, operational need, and department service standards when considering flexible work agreements.
- 4.13. Supervisors are required to establish communication expectations for their employees with flexible work agreements.
- 4.14. Regular flexible work arrangements must be reviewed at a minimum of every six (6) weeks.
- 4.15. Accommodation-based flexible work arrangements shall be reviewed according to the Employee Accommodation Policy.