

Policy Title: Flexible Work Arrangements
Policy Approver: Senior Executive Team
Policy Holder: Human Resources
Executive Lead: [if appropriate]
Category: Operational
Original Date: March 2022
Last Revised: May 2022
Next Review: May 2024

Policy Statement

Flexible work arrangements may be established at the request of the employee, where such an arrangement is appropriate and would not interfere with university operations. Nothing in this policy or its procedures will prevent a Senior Leader, or their designate, from establishing flexible work arrangements when filling a vacancy, where there is an operational benefit to doing so. Where a Senior Leader establishes such an arrangement, the terms of this policy and its procedures will also apply.

Approval Statement

With the consent of the Senior Executive Committee, Human Resources Committee of the Board of Governors and approval of the President of Yukon University, this policy is hereby deemed in effect the 18 day of May, 2022.



President, Yukon University

May 18, 2022

Date

Version:	May 2022	Revised:
Original Date:	March 2022	Revised:
Next Review:	May 2024	Revised:
Policy holder:	Human Resources	Revised:
Page 1 of 5		Revised:

1. Purpose of Policy

Yukon University recognizes the benefits to individual employees and overall community wellbeing created by supporting flexibility in the work environment. To strengthen and foster a community of wellness for its employees, the University has adopted the following policy relative to flexible work arrangements. This policy provides a broad overview of the various types of flexible work arrangements available to university employees upon their request, operational requirements permitting, and the framework within which they are to be administered.

2. Governing Legislation and Relevant Documents

Yukon University Code of Conduct

3. Scope

Excepting its Reduced Workload provision, which applies to all employees, this policy applies to all Yukon University non-academic or non-instructional employees who have successfully completed their probationary period and whose positions, by their nature, lend themselves to a flexible work arrangement as provided for under the terms of this policy.

4. Definitions

- **Flextime:** Varying the normal working hours of the University while maintaining the normal, regularly scheduled number of hours worked per week.
- **Compressed Work Week:** Reducing the number of days worked bi-weekly by working longer shifts each day (i.e., working nine [9] longer workdays in a ten [10] workday period to allow for one [1] day off).
- **Telework:** Performing work from a non-University location (i.e., a home office) for one or more agreed-upon days per week, for a defined period of time.
- **Reduced Workload:** Reducing the number of hours worked (with salary and benefits commensurately reduced).

5. Guiding Principles

Existing employment contracts are not being altered by any approved Flexible Work Arrangements. Employees must still comply with all University rules, policies, practices and the instructions that would apply if the employee were working at their regular worksite. The conditions for the alternate work arrangement with an employee will be outlined in a written agreement to be signed off by the employee, the employee’s immediate supervisor, and the VP of the area. A copy of the agreement will be placed in the employee file in Human Resources. All agreements will be for one year at a time but may be renewed annually should the arrangement still be suitable to both parties.

Alternate work arrangements will be reviewed on a regular basis and not less than once per year to determine whether it is still in the best interest of the employee and the University to continue with the arrangement.

Only employees whose **positions** are suited to an alternate work arrangement will be supported to enter into an agreement. The decision as to whether a position is suitable will be at the sole discretion of the University represented by the VP of the affected area. Once alternate work schedules are put in place, they will not be changed without appropriate notice and without supervisor approval.

For Flextime and Compressed Work schedules, it is the manager’s responsibility to ensure that where more than one employee in a department is on an alternate work arrangement schedule employees’ work schedules are set up to ensure consistent operational coverage.

For Telework, any costs associated with setting up a suitable working environment away from Yukon University facilities, such as a home office, will be borne by the employee. Yukon University will be responsible to provide a computer, the same or similar, as would be provided in an on-premises office space and VPN access if required. Employees on a Telework agreement will, from time to time, be expected to attend in-person meetings on Yukon University premises; notice of meetings will be provided as early as possible.

For Reduced Workload, the reduction in workload hours is for the employee and does not necessarily impact the FTE for the department. A reduced workload can be temporary or

permanent in nature and may or may not be directly related to a reduced workload leading to retirement.

Alternate work arrangements will not support working from outside the Yukon Territory.

Taking leave is an important piece of fostering employee well-being. Employees on approved alternate work agreements are still required to use all appropriate leave types within the normal time periods, including but not limited to vacation and sick leave.

6. Other Related and/or Accompanying Documents

Addendum A – Policy Communication Checklist (include this)

Addendum B – Forms

- Request for Alternate Work Arrangement Form
- Occupational Health & Safety Checklist

7. Document History

Include all updates here, including housekeeping changes, beginning with formal approval.

<i>Date</i>	<i>Update</i>
May 2022	Approved by Yukon University President.

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Alternate Work Arrangements Policy

Number:

Submitted by: Trika Macdonald

List those consulted with in preparation of this policy:

Name	Department	Date
Presidents Council		April 2022
Local Union President		April 2022
HR Committee		April 2022

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned?	Completed?	Comments
SEC	May 2022		
Student Union			
Employee's Union	May 2022		
Occupational Health and Safety	May 2022		
Senate	NA		
Board or a Board subcommittee	April 2022	Yes	
Presidents Council	April 2022	Yes	
SEC for Final Review	[Month] [Year]		