

	Flexible Work Arrangement Policy
Classification	Human Resources
Effective date	July 1, 2024
Revision date	
Policy sponsor	Vice President, Administration
Policy owner	Director, Human Resources

When consistent with University operational needs, MSVU supports Flexible Work Arrangements as stated in this policy.

POLICY STATEMENT

Flexibility in the workplace supports employee well-being, recruitment, retention, sustainability and management of resources.

Work environments at MSVU vary widely and require specific staffing to function effectively. Flexible Work Arrangements are position and department specific. Some departments cannot achieve required service levels with altered work schedules. Thus, Flexible Work Arrangements may not be available for all positions, and during certain times of the year. Other relevant considerations may preclude a Flexible Work Arrangement such as health and safety, privacy, security, and technology limitations. All Flexible Work Arrangements are at the discretion of the University and may be rescinded with notice.

Flexible Work Arrangements, either on an ongoing or intermittent basis, are based on the needs of the University and the ability of the individual employee to work effectively in a Flexible Work Arrangement and meet the conditions outlined in the agreement.

An approved Flexible Work Arrangement does not reduce the University’s expectations regarding an employee’s performance and does not serve as a precedent for a future arrangement within a department.

Flexible Work Arrangements must not materially change the duties of the position or impact the work of others in the department or of another department.

Employees out on extended leave (e.g. compassionate leave, disability/sick or maternity leave) are not eligible to work, regardless of any Flexible Work Arrangement that may be in place. **Flexible Work Arrangements do not override the formal accommodation process or plans.** In instances where an employee requests a Flexible Work Arrangement for medical or other reasons, the separate process for accommodation consideration applies.

Employees with Flexible Work Arrangements remain subject to applicable University policies and procedures, collective bargaining agreements, provincial and federal laws.

Nothing in this policy limits the University's ability to determine, based on all relevant considerations, that an employee may be required to alter their work hours or location. When necessary, the University will implement such changes in accordance with applicable policies, procedures, and collective bargaining agreements.

ELIGIBILITY

This Policy applies to all employees (part time, full time, unionized, non-unionized, etc.)

The approval of an Employee for participation in Flexible Work Arrangements is at the discretion of the University. The University will consider the type of work the Employee will perform and whether the work can be approved under the conditions outlined in the Flexible Work Arrangement Policy in considering eligibility for Flexible Work Arrangements.

Participation in the program is always subject to operational requirements and at the discretion of the Employee's managing supervisor.

Employees who wish to participate in Flexible Working Arrangements should express their interest in writing to their direct supervisor. Participation in the program is initiated by the Employee.

DEFINITIONS

Flexible Work Arrangement

A Flexible Work Arrangement is an agreement established between an employee and their managing supervisor where the time and/or place of work performed is different from the traditional schedule.

The University has defined their hours as such: Campus hours are from 6:00am – 11:00pm; business hours are from 8:30am to 4:30pm, and core operational hours are from 10:00am to 3:00pm.

Employees requesting Flexible Work Arrangements must be working during the University's core operational hours.

There are two types of Flexible Work Arrangements: Flextime and Remote Work.

Flextime

Flextime is a work arrangement where employees work the hours equivalent to a full workweek. However, those hours fall outside the business hours of their department. Employees with a flextime arrangement may have alternate start and end times, but all will be available during core operational hours.

Remote Work

Remote work refers to an arrangement that allows an employee to work at home or at an approved alternate location to a maximum of 50% of the work week.

GUIDING PRINCIPLES

The University maintains the following guiding principles:

Excellent Service

The availability of Flexible Work Arrangements will be subject to specific operational requirements which will vary based on the role and department. Flexible Work Arrangements have direct benefits to the University, including enhanced availability and productivity, responsible space utilization, and engaging our human resources to support our strategic plan, "Strength through Community".

Flexible Work Arrangements must ensure our continued focus to provide excellent service to students, faculty, staff and the MSVU community.

Shared Responsibility

Employees share the responsibility of making Flexible Work Arrangements successful. The individual and departmental circumstances will be an important consideration when assessing the opportunity of Flexible Work Arrangements, including the employee's access to the required work tools and adequate technology, and the ability to work in a flexible environment. The success of these Flexible Work Arrangements requires mutual accountability and commitment to successful outcomes.

To accommodate a department's Flexible Work Arrangement schedules and to make efficient use of space, Employees may need to share on-campus workspace.

Campus Presence

All campus departments/functions are required to maintain a consistent presence on campus. No departments or employees will be approved for remote working 100% of the time, except under exceptional circumstances.

Integration of Practices

Our approach to Flexible Work Arrangements is designed to integrate with the University strategic plan, policies, and collective agreements. Flexible Work Arrangements are to be jointly agreed to by employees and their managers in consultation with Human Resources, and must follow the provisions of appropriate collective agreements, handbooks, and other relevant policies. When determining Flexible Work Arrangements, the managing supervisor will review the employee's request to ensure it aligns with key priorities, including inclusion, accessibility, sustainability, and the needs of students.

Employees are reminded of their responsibility to protect confidential information both on campus and while working remotely.

Communication

The Employee and their managing supervisor should maintain open lines of communication and have regular one-on-one sessions and team meetings. Openness, honesty, clear, and direct feedback are essential elements of a successful on-campus and virtual relationship and are key to the success of the Flexible Work Arrangement.

Employees are expected to communicate to their manager, teams, and colleagues that they are working remotely (e.g. MS Outlook 'work from elsewhere', MS Teams 'set work location', etc. Employees must be available to be reached via regular communication methods.

Equipment and Technology

Remote Work will only be approved if the following two criteria are fulfilled:

- employees have been provided dedicated technology from the University to support their work from home; and,
- employees have successfully completed the Beauceron's cybersecurity training

The University is using MS Teams for online and virtual meetings and employees must have this platform working in their remote office.

****Personal devices cannot be used for this program.***

To effectively work remotely, employees must be able to supply, at their own cost, certain technology to complete their work. This would typically include:

- A stable broadband connection that can access a VPN connection to the MSVU network; and,
- A dedicated office space with furnishings

In situations where University equipment is provided, it remains the property of the University and should be inventoried in the same way as equipment on campus. Employees will be responsible for returning the equipment in good working order as required or upon termination of employment, or when returning to a position designated to be on campus.

The University will not be supplying peripheral equipment, for example, additional monitors, docking stations or printers. Those requiring printing services would be expected to utilize printers on campus.

Wellness, Health and Safety

Flexible Work Arrangements present unique health and safety considerations, which are critical for the participation in Flexible Work Arrangements. An employee who is working remotely shall be solely responsible for work-related injuries that would not have occurred but for the remote working arrangement.

Employees approved under the Flexible Work Arrangement policy are responsible for the set-up and furnishing of their remote office. The University will not supply furnishings for remote locations, nor relocate campus furnishings. Having an appropriate ergonomic set-up is a key consideration for remote working. For information on setting up your home office, review the [Ergonomic Self-Assessment Guide \(PDF\)](#)