



FLEXIBLE HOURS OF WORK POLICY

Policy Number: A-HR-2

Originating Department: Human Resources

*Approved By: Council
CAO/Directors/ Managers
Council
Council*

*Date of Approval: May 16, 2005
Amended: November 26, 2010
Amended: December 14, 2015
Amended: June 8, 2020*

1.0 Policy Statement:

- 1.1 To provide Management with guidelines to assist in the consistent application of flexible hours for permanent or full-time temporary, non-shift UPSE, Management and Non Union employees of the City of Charlottetown. A flexible hours of work arrangement is intended to benefit both the employee and the City. An employee may request a flexible daily work schedule and the employer will consider the request.
- 1.2 Departments are encouraged to consider flexible schedules provided such schedules do not impede the efficiency of the City's operations. It is important to note that some departments may be unable to offer flexible hours for some positions and/or during certain times of the year due to operational requirements and limitations.

2.0 Definition:

- 2.1 Flex Hours – is defined as any shift that includes variations in an employee's daily hours of work which may occur as a result of staggered starting and finishing times, or alteration of the time taken as a lunch break. The lunch break for an employee will not be less than ½ hour and not more than 1 and ½ hours.
- 2.2 Operational Requirements - to warrant flex time restriction to no more than 30 minutes outside of normal City Hall working hours.

3.0 Process:

- 3.1 The "Application for Flexible Work Hours" form (attached) must be completed and submitted to the Department Manager, then to the Manager of Human Resources. Both the Department Manager and the Manager of Human Resources must be in agreement for this arrangement to be made possible.

- 3.2 After the initial flexible hours period, the arrangement can be extended provided the Manager and employee are in mutual agreement. Extensions can be denied or arrangements terminated dependent upon operational requirements and with two weeks' written notice by either party. Any agreement must be reviewed annually and each year a new application must be submitted in order to continue any flexible hours of work arrangement.
- 3.3 It is the responsibility of the department to track all Flexible Hours of Work Applications received within their respective department and to ensure that all duties and responsibilities are being covered at all times before any applications are approved.



THE CITY OF CHARLOTTETOWN
APPLICATION FOR FLEXIBLE HOURS OF WORK

1. Applicant Details:

Last Name: _____

First Name: _____

Department: _____

Job Title: _____

2. Dates:

Period during which alternate hours of work is requested:

From: _____

To: _____

3. Provide specifics of the altered work hours requested:

4. Terms of participation:

- The employee is expected to maintain consistent and punctual hours of work.
- Operational requirements warrant flex time restriction to no more than 30 minutes outside of normal City Hall working hours.
- Demands of the operation will take precedence and requests will be considered on an as needed basis, e.g., if an assignment requires completion outside of the flexible hours arrangement, a coworker requires occasional flexibility which conflicts with your arrangement, etc.
- Either party can terminate this agreement with 2 weeks' notice.
- It is not sufficient to cite "convenience" as a reason for this request- a clear and valid reason for the request and why it should be considered must be provided.

I hereby agree to the terms of the alternate work arrangements as noted above.

Employee's signature

Date

I hereby agree to grant this employee's application:

Department Head

Date

Manager of Human Resources

Date