

Policy History
Policy No. HR3
Approving Jurisdiction: President
Administrative Responsibility: Vice President Human Resources
Effective Date: September 14, 2023

Flexible Work Procedure

A. DEFINITIONS

1. **Ad Hoc:** a one-off flexible work arrangement, which does not form part of an employee’s regular work schedule, to address a particular short-term circumstance or need.
2. **Compressed Work Week:** an arrangement whereby employees work longer hours in exchange for a reduction in the number of working days in their work cycle (i.e., weekly or bi-weekly basis).
3. **Core Hours:** a pre-designated fixed block of time during which an employee is expected to be working.
4. **Employee:** a person who holds a position at the University and performs work in exchange for compensation.
5. **Flex-Time:** an arrangement whereby employees’ scheduled work hours are varied - usually altering the start and end times of their working day. Employees still work the same number of days each week as they would under a traditional schedule.
6. **Flexible Work Guidelines:** a document which provides guidance to employees and people managers in support of KPU’s Flexible Work Policy. These guidelines outline key responsibilities when exploring, establishing, and monitoring flexible work arrangements.
7. **Flexible Work Arrangements:** a formal arrangement related to altered hours of work and/or alternative work locations, mutually agreed to by the University and employee.
8. **Fully Remote:** a regularly scheduled remote work arrangement on a full-time basis. Presence on campus may be required on specific days for team meetings, project meetings, campus events, etc.
9. **Institution or University:** refers to Kwantlen Polytechnic University.

10. **People Manager:** The person to whom the employee reports, and who has direct responsibility for hiring, directing work, and managing performance. People managers include but are not limited to deans, associate deans, supervisors, and managers. Faculty chairs are not considered to be a people manager.
11. **Personal Information:** shall have the same meaning as set out in the Freedom of Information and Protection of Privacy Act. For examples, see Definitions in IM2 Privacy Policy/Procedure.
12. **Remote Work:** an arrangement whereby work functions are completed off-campus in the employee's remote workspace.
13. **Remote Workspace:** a location within the employee's residence, or other location as approved by the University, in which the employee will establish a suitable, dedicated workstation.
14. **Team:** a group of individuals who work in the same area and report to the same people manager. Teams perform interdependent tasks and work towards accomplishing a common goal or objective.
15. **Vice President:** an employee with the title of "Vice President", "Chief Financial Officer", or "President" for those areas which do not report into a Vice President position.

B. PROCEDURES

1. To ensure there is consistency in assessment and approach across large departments/areas, the approval of flexible work arrangements will occur at the Vice President, or designate, level. Ad hoc flexible work arrangements may be approved directly by people managers. The process for proposing, approving, managing, and participating in an ongoing flexible work arrangement is outlined below.
2. Please note that this process is not intended to be used to request or identify a service delivery schedule preference. For example, it is not to be used to request to teach online courses or provide online services to students. Those decisions are made by the University.
 - a. A team or employee proposal is presented to the people manager in writing OR the people manager proposes a flexible work arrangement to the employee or team. Templates of proposals can be found in the Flexible Work Guidelines.
 - b. People manager discusses and refines proposal (if necessary) with employee(s). People managers and employees must work together to ensure adequate coverage is met during peak times, and if known in advance, these considerations should be included within the proposal so there is joint understanding of coverage needs. Where flexible work arrangements are not supported by the people manager, a clear rationale for the decision will be documented and provided to employees.
 - c. The proposal will be reviewed by the Vice President, or designate, to ensure consistency across teams and operational integrity. The Vice President, or designate, will review requests that may impact multiple team members at the same time and consult with people managers as needed.
 - d. The outcome of the review – approval, denial, or further refinement - by the Vice President, or designate, will be discussed with the people manager. Where flexible work arrangements are not

able to be supported, a clear rationale for the decision will be provided to people managers and employees.

- e. Approved flexible work arrangements are implemented. Employees and people managers remain current with KPU's Flexible Work Policy and Procedure, as well as the Flexible Work Guidelines to ensure a successful work arrangement.
 - f. Subsequent reviews of the flexible work arrangement will take place at least on an annual basis to ensure the arrangement continues to be effective and appropriate for the University and the employee.
3. The University reserves the right to terminate or alter the flexible work arrangement at its sole discretion at any time. Where possible, at least 4 weeks' written notice will be provided by the University. During certain times of the year, flexible work arrangements may be temporarily altered by the University to support other needs (for example during convocation). Where possible, at least 2 weeks' written notice will be provided by the University.
 4. The employee may request to discontinue or change a flexible work arrangement by providing at least 4 weeks' notice prior to the desired effective date of the change. Review and approval of the change will follow the same process as outlined above.
 5. Records of Flexible Work Arrangements, including approved or denied arrangements, include Personal Information and must be stored in University provisioned or approved storage locations where access is restricted to employees who need the information in order to perform their job functions at the University. Records containing decisions about an employee's Flexible Work Arrangements must be retained for a minimum of one year following the most recent decision and must be available to meet the University's legal requirements.

C. RELATED POLICY

Refer to *HR3 Flexible Work Policy* for related policies and other documents.