

Flexible Work Arrangements

Original Implementation Date:

Approved by:

Date of Last Revision: August 16, 2021

Approved by: Jacques Dubé, CAO

Effective Date of Last Revision: January 6, 2022

Approved by: Jacques Dubé, CAO

1 – Policy Name

Flexible Work Arrangements

2 – Purpose

To ensure that flexible work arrangements are conducted in accordance with the FlexWork Halifax program.

3 – Objectives

To direct employees to the FlexWork Halifax program guidelines.

4 – Scope

This Policy applies to all Municipal employees who are deemed eligible by their director/manager to participate in a flexible work arrangement.

5 – Definitions

In the context of this document:

Flexible work arrangement means a business strategy that integrates non-traditional schedules, workstyles, technology, and space in innovative ways in order to support increased flexibility in when, where, and how work gets done.

6 – Roles and Responsibilities

Directors/Managers

Directors/Managers are responsible for:

- Making every reasonable effort to accommodate an employee's request to participate in a flexible work arrangement as outlined in the FlexWork Halifax program guidelines, taking into consideration the need to meet operational requirements.

Employees

Employees are responsible for:

- Requesting participation in the flexible work arrangements program using the procedure outlined in the FlexWork Halifax program guidelines.
- Understanding that approval of this arrangement will be based on operational requirements, provisions of applicable collective agreements and the employee's specific role and responsibilities, and therefore is not guaranteed.

7 – Policy Regulations

All flexible work arrangements must be made in accordance with the FlexWork Halifax program.

8 – Repeal

Flexible Work Arrangements business practice last revised in 1999 and Earned Day Off Policy.

9 – Effective Date

January 6, 2022

10 – Related Policies and Practices

FlexWork Halifax Program

Job Sharing Policy

11 – Policy Review

Review every 2 years.

12 – Contact

Human Resources Business Partner

13 – Attachments

[FlexWork Halifax](#)