



Williams Lake
FIRST NATION

U56 WLFN FLEX TIME POLICY

January 2023



CULTURALLY CENTERED - FUTURE FOCUSED

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PURPOSE

Williams Lake First Nation (WLFN) is committed to support employees through the concept of compressed work week with the goals of providing employees with increased flexibility with their work schedule while allowing WLFN to maintain a progressive and productive work environment.

This is an opportunity to adjust work hours and work styles to improve service to the community while keeping employees engaged and supporting a balance of work and home life.

We are committed to flexible work options wherever the arrangement benefits both the employee and the employer.

DEFINITION

A ***compressed work week*** is a flexible work arrangement whereby an employee works longer hours in exchange for a reduction in the number of working days in the *working cycle. The earned compressed time ("compressed day") is taken off during the **pay period cycle in which it is worked. For example, an employee may work a standard 70-hour biweekly work period in nine days instead of the usual ten days – this would result in one day off (i.e., generally referred to as a "compressed day") every two-week cycle.

Flex time is an arrangement where employees work a full day, but they can vary their working hours. The flex day must include a "core" working day with a set range of start and finish times. The total hours of work are not usually affected by this arrangement. For example, the employee may choose to start between 7:30 and 9:30 a.m., and finish between 3:30 and 5:30 p.m. This arrangement establishes that core hours are between 9:30 a.m. and 3:30 p.m. when all employees will be at work. Lunch periods are mandatory and with a minimum thirty (30) minute break. Employees should maintain their start/finish times so that a routine is established, and co-workers can become accustomed to each others' schedules.

*"Working cycle" is your regular work hours within a pay period.

**"Period cycle" is the current pay period.

ELIGIBILITY

- Full-time employees who work 35 hours per week and have successfully completed their three (3) months probation period.
- Employees must have a satisfactory attendance record.
- Employees must meet all performance expectations in their current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a flexible/compressed work arrangement without causing disruption to performance and/or service delivery.
- Flexible/compressed work arrangement possibilities are job specific. Some jobs cannot achieve required service levels with altered work schedules. Thus, not all employees are eligible to participate. Participation in the flex work schedule is at the discretion of the department Manager.

EXAMPLES AVAILABLE UNDER A COMPRESSED WORK WEEK ARRANGEMENT

- Example of a Compressed Work Schedule can be:
 - Work 8 hours per day Monday to Friday on Week 1 and 7.5 hours per day Monday to Thursday on Week 2 and take the immediate Friday off.
- The key is working 70 hours over a two-week period.

TERMS & CONDITIONS

- Managers will approve compressed/flex time on a case-by-case basis.

- The Manager will approve or deny the compressed/flex time request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to return to a standard work schedule temporarily or permanently when needed.
- Compressed Work Week for the employee should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the workflow. The Director and Manager should make decisions on a fair and equitable basis in terms of department workload and the overall operations of the department.
- A compressed work week is a fixed arrangement which does not vary from week to week. A compressed work week has a pre-determined start and end time for each workday in the pay period. The fixed schedule for a compressed work week specifies the time off for each pay period.
- When working a compressed work week, an employee must take the agreed upon compressed day as scheduled. **Compressed days cannot be accumulated or banked.**
- Should an employee be required to work on a scheduled flex day, they will not be eligible for overtime. Ideally, the time should be banked internally as straight time, to be taken as soon as possible when mutually convenient. Overtime provisions will apply when an employee is authorized to work time more than the standard number of work week hours.
- When operational needs require it, employees will be expected to revert to a standard work schedule.
- A compressed day is a day when the employee is not required to be at work and is not on any form of approved leave. Therefore, the compressed day cannot be changed to any form of approved leave.
- Employees will continue to earn leave at their regular rate and follow existing procedures for requesting leave.
- Staff will continue to fill out timesheets as a regular work week (7 hours Monday – Friday if that is your normal work schedule). This is to ensure a smooth transition with payroll and to eliminate improper calculations of work hours.

RESPONSIBILITIES

- The employee shall work the hours agreed upon and obtain approval from their immediate manager in advance of working any overtime.
- Employees and Managers are responsible for having open, transparent, and trusting conversations during the first stages of trying out a flexible work option.
- The Manager shall ensure that the employee's hours of work do not fall below the normal workweek hours and discuss with the employee any concerns as they arise.

STATUTORY HOLIDAYS

- The employer and the employee will consult on the adjustments required to the employee's compressed work week to ensure the total number of required hours are worked during the pay period.
- If your scheduled Earned Day Off falls on a stat holiday, it will get moved to the day immediately before or after (If the stat is a Friday, your Earned Day Off will move to Thursday, if the stat falls on a Monday, the Earned Day off will move to the Tuesday).

MONITORING THE NEW ARRANGEMENT

- The department will continue to assess established compressed work week arrangements to ensure that operational requirements are being met.
- All flexible work options will begin on a pilot basis and be monitored and revised as needed to ensure their continued success and support. Reviews can occur spontaneously or on a fixed schedule.
- If a compressed work week is approved, there will be an initial trial period of 3-6 months during which the departmental Manager and Director will assess the effect of the arrangement on workplace operations.

CONSEQUENCES

- All job duties of the position must be accomplished as effectively and efficiently under this arrangement as under the traditional work schedule.
- Failure to perform in accordance with our Flex Time Policy can result immediate disciplinary action, up to and including termination of your employment.
- The departmental Manager, Director, and/or the Chief Administrative Officer reserve the right to immediately suspend the arrangement in case of unanticipated circumstances regarding employee performance or operational needs.

ACKNOWLEDGEMENT & AGREEMENT

I acknowledge that I have read and understood the WLFN Flex Time Policy and that I have had the opportunity to clarify questions that I have regarding this policy.

Employee Name:

Employee Signature:

Date:

Manager Name:

Manager Signature:

Date: