



Procedures for Flex Scheduling

Parent Policy:	<i>Flexible Work Policy</i>		
Procedure Reference:	FWPR1_2211N_SPN/PRE		
Procedure Sponsor:	Associate Vice President, People Services		
Procedure Contact:	Associate Vice President, People Services		
Stakeholders:	Employees		
Approved by:	Executive Team		
Effective Date:	December 1, 2022		
Last reviewed:	December 2022	Scheduled review date:	December 2027

1. Purpose

The purpose of this Procedure is to set out Okanagan College's process for:

- a) Creating agreements with BCGEU Vocational Instructors regarding the implementation of alternative workload arrangements.
- b) Excluded and Exempt Employees and BCGEU Support Staff to apply for an alternative work arrangement, including job sharing.

2. Scope & Responsibility

This procedure applies in different parts to Non-Instructional Faculty, BCGEU Vocational Instructors, BCGEU Support Staff Employees, and Exempt and Excluded Employees.

3. Responsibility for the Processes

- 3.1 Vice Presidents (VPs), Associate Vice Presidents (AVPs), Deans, Registrar, Directors or their designates are responsible for determining the appropriateness of any alternate workload arrangements or modified work weeks within their departments. They are expected to assess Employee requests reasonably and consistently.
- 3.2 Employees applying for any alternate workload arrangements must comply with the provisions of this procedure and applicable Collective Agreement language.

4. Alternate Workload Arrangements (Vocational Instructors)

- 4.1 The BCGEU Vocational Instructors Collective Agreement identifies the types of alternative workload arrangements that may be considered for Vocational Instructors.
- 4.2 Proposals from either Employees or managers in these specific departments regarding alternative work arrangements should first be discussed between the Employees from within the specific department(s) and the Chair and the Dean of the program area.

- 4.3 Where there is a desire, on the part of either the Employee or management, to engage in further exploration of the proposal the Employee of the specific department may notify the Chairperson, BCGEU Vocational Instructors and the Dean of the program area will inform their Business Partner, People Services.
- 4.4 The People Services Department will be responsible for establishing a Working Group, inclusive of a representative of the BCGEU Vocational Instructors to explore the alternative workload arrangement in keeping with the requirements of the Collective Agreement.
- 4.5 Where an alternative workload arrangement is tentatively agreed to, a specific Letter of Understanding will be developed by the People Services Department to detail the specifics of the tentative agreement with a copy of the alternative work schedule attached.
- 4.6 Any Letter of Understanding regarding an alternative work arrangement that is tentatively agreed to is subject to ratification by the Principals. For Okanagan College, the Principals include the Okanagan College Board of Governors and the Board of Governors of the Post-Secondary Employers' Association.

5. Flexible Work Scheduling

(Non-Instructional Faculty, BCGEU Support Staff, Exempt & Excluded Staff)

- 5.1 Employees may request Flexible Scheduling work arrangements and such arrangements may be approved based on operational needs. Requests for Flexible Scheduling should be discussed first between the manager and the Employee, and if agreed, then the request would be submitted for approval to the appropriate VP, AVP, Dean, Registrar, or Director. A Flexible Work schedule is not an entitlement, and all such arrangements are voluntary.
- 5.2 A Flexible Work schedule could be:
 - a) Temporary or permanent.
 - b) Working different hours or days, than the normal and regular hours of the department.
 - c) Job Sharing or Shared Appointments (the specific procedure for job sharing is detailed in section 6 below).
- 5.3 Flexible Scheduling supported by the applicable VP, AVP, Dean, Registrar, or Director will be communicated to the Business Partner, People Services who will consult with the applicable Union or Association prior to implementation.
- 5.4 Where Flexible Scheduling is tentatively agreed to between the Employer, the Employee and the applicable Union or Association, a letter will be developed to detail the specifics of the tentative agreement with a copy of the flexible work schedule attached.

6. Job Sharing or Shared Regular Appointments

(Non-Instructional Faculty, BCGEU Support Staff, Exempt & Excluded Staff)

- 6.1 The terms job sharing, or a shared regular or continuing appointment refers to the situation where the duties normally associated with one full-time position and one Employee on a regular or continuing appointment are voluntarily shared between two Employees on regular or continuing appointment(s).
- 6.2 In the BCGEU Support Staff Collective Agreement *Article 16.4 - Shared Regular Appointment* sets out the provision for shared regular appointments.
- 6.3 The nature of each job share will be determined in discussion between the Employee(s) and the manager, and the operational and service requirements of the position will be the primary consideration.

- 6.4 The specific arrangements for sharing the duties may vary from one situation to another and may include sharing the normal full-time annual workload for part of the year on a full-time basis, or for the entire year on a fractional basis.
- 6.5 Usually for the purposes of consistency and service continuity job sharing results in a full-time job being split on a 50/50 basis or a 60/40 basis.
- 6.6 Managers in receipt of a request from an Employee(s) for a job share will consult with the applicable VP, AVP, Dean, Registrar, or Director and their Business Partner, People Services about the details of the proposed arrangement and the provisions of the relevant collective agreement or terms and conditions of employment.
- 6.7 An individual Employee may apply to share their current position; in which case the other portion of the regular position would be advertised under the normal procedures for the position. If a suitable candidate cannot be found the Employee must either continue to work full time or resign from their position.
- 6.8 Two Employees in two full-time positions of the same classification and in the same department may apply to share one of the positions. In these circumstances if the application is approved then the vacated position would be advertised under the normal procedures for the position.
- 6.9 Final approval of a shared regular appointment rests with the applicable VP, AVP, Dean, Registrar, or Director, and the following process/requirements must be in place prior to the job share commencing:
 - a) Any increase in costs, for example for additional benefit coverage or equipment needs must be contained within the Departments budget.
 - b) Letters of approval will be prepared by the Business Partner, People Services for the VP, AVP, Dean, Registrar, or Director signature.
 - c) If an application for a job share is not approved by the applicable VP, AVP, Dean, Registrar, or Director, the Business Partner, People Services will prepare a letter to the applicant(s) for the signature of the VP, AVP, Dean, Registrar, or Director providing reasons for non-approval.
 - d) Denial of an application for a job share or shared regular appointment is not grievable.
 - e) An established job share arrangement is irrevocable once established and can only be ended if there are operational reasons that make it ineffective or one or both of the job share partners decides to leave the job share.
- 6.10 If a job share arrangement is in place, and if, one of the current incumbents leaves the shared appointment, the remaining incumbent is required to assume the full-time position, unless a further shared regular work appointment is requested and approved. If the remaining incumbent is not willing to return to full-time work, then they will be required to resign their position.

7. Related Acts and Regulations

College and Institute Act
BC Human Rights Code
Occupational Health and Safety Regulations

8. Supporting References, Policies, Procedures and Forms

Employment agreements including Collective Agreements and Exempt Employees Terms and Conditions

History / Revisions

Date	Action
2022-11-02	<i>New Procedure Approved by Policy Sponsor:</i> Procedures for Flex Scheduling (Rescinds and replaces (2013) Alternate Work Arrangements and Modified Work Weeks)
2013-04-22	<i>Revision approved by Director, Human Resources:</i> 7. Workload and Work Schedule Alternate Work Arrangements and Modified Work Weeks Shared Regular Appointments