

Flexible Hours of Work Arrangement Record

Purpose

This form documents a Flexible Hours of Work arrangement between a manager and employee. Flexible hours change when an employee performs their regular hours of work; they do not reduce or increase the employee's total weekly hours. Employees remain subject to their normal weekly hours of work, either 37.5 or 40 hours per week, as applicable. Departments are responsible for maintaining records of approved arrangements. Human Resources may be copied for information purposes but does not approve these arrangements.

Conditions

Flexible Hours of Work arrangements are subject to operational requirements and may be reviewed periodically to ensure operational needs continue to be met. Arrangements may be amended or terminated with at least fourteen (14) calendar days' notice.

Eligibility

UNW Collective Agreement (Article 22.07)

At the request of an employee, the Employer may grant flexible or staggered hours between 07:00 and 18:00, subject to operational requirements

Excluded Employees Handbook

Flex Time allows employees to work a 7.5- or 8-hour day with assigned core hours and flexible daily start and finish times within limits established by management.

Requests for a non-standard work schedule must be initiated by the employee and approved by the Director.

Northwest Territories Teacher's Association (NWTTA)

Employees covered by the NWTTA Collective Agreement are not eligible for flexible hours of work arrangements under this form.

Senior Manager's Handbook

Employees covered by the Senior Manager's Handbook are not eligible for flexible hours of work arrangements under this form.

Employee Information

Employee Name:

Position Title:

Employee Group:

Employee ID:

Department:

Supervisor:

Arrangement Status:

Select applicable option:

Effective Date:

Flexible Hours Arrangement:

(Complete for all new, amended, or discontinued arrangements)

Current Schedule

Start Time:

End Time:

Lunch Break (minutes):

Daily Hours of Work:

Weekly Hours of Work:

New Schedule

Start Time:

End Time:

Lunch Break (minutes):

Daily Hours of Work:

Weekly Hours of Work:

This arrangement will be reviewed every months.

Acknowledgement and Approval

I acknowledge that I have reviewed this form and understand the flexible hours arrangement described above.

Employee Signature

Date

Manager Signature

Date