



FLEXIBLE WORK POLICY

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| Policy Area: | Administrative | | |
| Policy Number: | FWPL_2211N_AD/PRE | | |
| Policy Sponsor: | President | | |
| Policy Contact: | Associate Vice President, People Services | | |
| Stakeholders: | Employees | | |
| Authority: | <i>College and Institute Act</i> <i>BC Human Rights Code</i> | | |
| Authority Approval: | Executive Team | | |
| Approval Date: | November 2, 2022 | | |
| Effective Date: | December 1, 2022 | | |
| New: | Flexible Work Policy | | |
| Last reviewed: | December 2022 | Scheduled review date: | December 2027 |

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| Procedures: | <i>Procedures for Flex Place</i> <i>Procedures for Flex Scheduling</i> |
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1. Policy Statement & Purpose

- 1.1 Okanagan College (the "College") is committed to supporting and promoting a work environment that allows Employees, based on operational needs, and job requirements the opportunity to have a flexible work arrangement.
- 1.2 Flexible Work arrangements are an important part of the College's commitment to fostering a work environment that supports equity, diversity, inclusion, and social justice for all Employees.
- 1.3 The goals of the Flexible Work arrangements are to:
 - a) Support Employee wellbeing and work-life balance.
 - b) Expand the College's ability to attract and retain talent.
 - c) Enhance work productivity, accessibility, and job satisfaction.
 - d) Realize opportunities for efficiencies and sustainability.
 - e) Reduce carbon emissions.

2. Scope and Application

This Policy applies to all Employees of the College. However specific procedures that flow from this policy may not necessarily apply to all employee groups. All Flexible Work Arrangements are voluntary.

3. Definitions

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| Employee | Means any person employed by (or who has an appointment with) the College. |
| Flexible Scheduling | Means a work schedule or work arrangement that is different from the standard working week at the College, or for that Employee group. |
| Flex Place | Means a working pattern that is a mix of working on-site or off-site at another location. This can also be referred to as hybrid working. |
| Job Sharing | Means an arrangement where the duties normally associated with one full-time position are voluntarily shared between two Employees on regular appointments. |

4. Flexible Work Principles

- 4.1 Any decision regarding Flexible Work arrangements will take into consideration the following principles:
- Learner success and the Student experience.
 - Physical and mental wellness of Employees and Students.
 - Instructional and service modality.
 - Service levels and productivity measures.
 - Collaboration and teamwork needs.
 - Campus culture and vibrancy.
 - Operational requirements.
 - The suitability of any alternate work environment.
 - Ability of the College to support the equipment needs of Employees.
 - Optimization of space utilization.
 - Financial and environmental sustainability of the College.
 - Applicable health, safety, security, and environmental considerations.

5. Related Acts and Regulations

Occupational Health and Safety Regulations

6. Supporting References, Policies, Procedures and Forms

Employment agreements including Collective Agreements and Exempt Employee Terms and Conditions
Working from Home Safety Review
Health and Safety Policy

History / Revisions

| Date | Action |
|------------|---|
| 2022-11-02 | <i>New Policy Approved by Executive Team:</i> Flexible Work Policy |