



Section:	Corporate
Subject:	Flextime Policy (18 month Trial)
Policy Number:	082– HR-03-24
Approval Date:	January 13, 2025
Approved By:	R25-01-015
Prepared By:	Brandi Sieben Manager, Human Resources

1.00 Policy Statement

The Town of Essex recognizes the need to provide flexibility in Employee work arrangements and scheduled hours of work wherever possible and practical, without compromising the efficiency or effectiveness of overall service delivery. Flextime allows Employees to coordinate schedules with commitments outside of the workplace and achieve a greater work/life balance.

2.00 Purpose

The purpose of this policy is to establish guidelines and provisions for Flextime arrangements.

3.00 Scope

This policy applies to all full-time permanent Town of Essex Employees, subject to the terms and conditions of the collective agreement, for unionized Employees.

4.00 Definitions

For the purposes of this Policy,

"Core Hours" is a set of time when everyone must be onsite in the office. The Town of Essex has defined their Core Hours for Town Hall and the Gesto Office as 9:00 am to 4:00 pm.



“Employee” means any union or non-union, regular full-time staff.

“Flextime” is an arrangement that allows an Employee on an individual basis to have some flexibility in the start and end times of their working day. It takes the form of a pre-arranged alternative schedule that ensures the Employee is working within the Core Hours of the organization.

“Lunch Period” is a thirty (30) or sixty (60) minute eating period free from work.

“Manager” means a non-union Employee to whom an Employee directly reports to. This could be an Assistant Manager, Superintendent, Manager, Director, or CAO.

“Regular Scheduled Shift” means the continually recurring pattern of work hours established for a job in each work week.

“Standard Business Hours” varies by division and/or location, for staff working at Town Hall and Gesto Office, it is defined as 8:30 am to 4:30 pm. All other divisions vary according to business

5.00 Responsibilities

Employees

- Submit request using Flextime request form
- Ensures service delivery is seamless to all other parties (internal and external)
- The Employee agrees to be flexible with their time and adjust work hours accordingly to meet business emergencies, demands and requirements
- The employer may be required to temporarily suspend this work arrangement during peak periods with a minimum of twenty-four (24) hours notice
- Failure to abide by the Flextime policy, or associate work rules determined by their Manager may result in termination of their Flextime agreement and/or disciplinary action

Managers

- Review requests for Flextime requests, approve or deny based on Division’s operational requirements within 14 days.



- Monitor productivity and maintains communication with the Employee regardless of the work hours of the Employee
- Ensure the approved schedule is not impacting the job duties and service levels of the department
- Adjust Flextime allowances based on peak periods or operational requirements.
- Ensure other Employees are aware of the arrangement
- Ensure service delivery is seamless to all other parties (internal and external)

6.00 Guidelines

Under a Flextime arrangement, Employees work their Regular Scheduled Shift, with the same daily and weekly hours, but outside the Standard Business Hours established by the Town of Essex. An Employee's new schedule must ensure they are working within the Core Hours of the organization, unless approved in writing by the CAO.

Note that Employees would not be eligible for overtime or lieu time unless they are requested to work greater hours than their Regular Scheduled Shift per the terms of the collective agreement or their employment contract.

Not all jobs or departments are suitable for a Flextime due to the nature of the work performed and operational requirements. Characteristics of jobs that may be eligible for a Flextime arrangement may include jobs:

- That are not responsible to provide direct customer service during regular hours of operation, unless there is more than one (1) individual that performs the same job
- That require minimal contact with customers or co-workers, allowing for work to be completed outside the normal hours of operation
- That are not solely responsible for the supervision of unionized Employees

Employee characteristics suited to a Flextime arrangement include:

- Ability to adjust their personal commitments/appointments to match the Flextime schedule (i.e. medical appointments scheduled outside of their work hours)
- Demonstrated ability to be punctual and maintain regular attendance
- Demonstrated ability to work independently and without constant supervision



- Shared mutual trust with Managers
- Possess a good understanding of their job requirements
- Demonstrated ability to be self-motivated, well-organized, and disciplined in their approach to work.
- Skilled communicators and take the initiative to keep themselves and others informed.

Managers must consider the impact a schedule change will have on the division. As such, the following operational considerations will be reviewed for all requests for Flextime:

- Services provided (both internal and external) will not be compromised.
- The work unit will be able to retain the right mix of people in order to meet all job requirements and hours of operation.
- The Employee will be flexible in adjusting their schedule and be able to attend all required meetings, training sessions, and provide coverage if required.
- The employer is able to temporarily suspend this work arrangement during their department's busy/peak periods where Employee s may be required to work different hours with a minimum of 24 hours notice.
- Employment Standards and Occupational Health and Safety requirements can be met.

A consistent method for requesting and approval of a Flextime arrangement will be as follows:

1. Employees who would like to be considered for a Flextime arrangement must submit a request (as attached) in writing to their Manager. The written request must list the following:
 - The specific hours of work of the Flextime arrangement request
 - The length of time the Flextime arrangement is being requested. The minimum length of a Flextime arrangement is one (1) month, and the maximum length of a Flextime arrangement is six (6) months.
2. The decision to allow an Employee to work Flextime will be made by the Employee's Manager with consultation from the Department Director (if required).
3. Job descriptions and duties must not be altered – the nature and function of all affected positions must remain intact.



4. There can be no increased labour costs and no increased operational costs as a result of the arrangement.
5. There can be no change to the current operational hours of the Town
6. Employees with a sixty (60) minute Lunch Period may elect to reduce their Lunch Period to a thirty (30) minute Lunch Period as a Flextime arrangement.
7. The Employee must agree to be flexible with their time and adjust hours accordingly to meet business requirements, demands and emergencies
8. In the event of a transfer of the Employee to a new position or division, the flexible work arrangement will be cancelled. If the Employee wishes to continue the arrangement in the new position, he or she must discuss options with their new Manager and resubmit a request form
9. A Flextime arrangement may be terminated at any time by the Town or the Employee with fourteen (14) days notice
10. The arrangement must be expressly renewed with the approval of the Manager, otherwise it will expire as per the documented end date and the Employee will resume their prior work schedule

Non-Union employees that have accumulated a minimum of 105 hours of lieu time in the current calendar year, may in addition to flexing their Regular Scheduled Shift, flex their hours to accommodate meetings that are scheduled outside of Standard Business Hours. To ensure consistency, employee requesting this flextime Employees must:

- Work thirty-five (35) hours in a week
- request flextime with their manager prior to attending a meeting outside of their Regular Scheduled Shift
- ensure there is adequate coverage to cover operational requirements during their flextime
- arrange and take flextime within the same pay period as the meeting they attended outside of their Regular Schedule Shift

7.00 Related Policies and Documents

This Policy shall be read and construed in conjunction with the Town of Essex following documents:

- Request for Flextime Form (Put in Link Once Approved)



- Ontario Employment Standards Act
- Code of Conduct for Employees

8.00 Acknowledgement and Agreement

I, _____ acknowledge that I have read and understand the Flextime Policy of the Town of Essex.

Signature: _____ Date: _____

CHANGE RECORD LOG

Revision Level	Revision Date	Prepared By: (Position Title)	Approved By: (Position Title)	Description of Change
A	01/13/2025	B. Sieben Manager, HR	D. Sweet CAO	<ul style="list-style-type: none">• Creation of New Policy