



Medicine Hat College Policy FLEXIBLE WORK ARRANGEMENTS

Policy #:	HR-12
Policy Authority:	Director, Human Resources
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	July 12, 2023
Next Mandatory Review Date:	July 12, 2028
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy outlines the college's approach to flexible work arrangements for eligible Medicine Hat College (MHC) employees.

2. SCOPE

This policy applies to all employees considering entering into a flexible work arrangement. Faculty are excluded from this policy under the current Collective Agreement.

3. DEFINITIONS

- **Flexible Work Arrangement:** work arrangements, schedules, and locations, different from the traditional working day, week, or location, as approved in the Flexible Work Agreement.

4. PRINCIPLES

The college recognizes the mutual benefits that a flexible work arrangement provides for the employee and the college.

5. DIRECTIVES

- 5.1 Flexible work arrangements must meet operational requirements and not negatively impact students, colleagues, clients, or the institution in general.
- 5.2 The approval for an employee to enter into a flexible work arrangement rests solely with the supervisor. Supervisors can request assistance from Human Resources if required.
- 5.3 Flexible work arrangements will be limited to those positions which do not require regular physical presence, physical effort, face-to-face contact with colleagues, learners, or customers, or would be specifically excluded by a stipulation in the collective agreement.

5.4 Management retains the right to request employees work on campus when operationally required. This request may come from direct supervisors, or in emergent circumstances, from senior administrative officers.

5.5 This policy, and/or a signed Flexible Work Agreement, do not supersede an employee's employment contract.

6. WORKER'S COMPENSATION

6.1 The Occupational Health and Safety Act defines a workplace as a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation which can include the home. The employee is responsible for ensuring a safe work environment. Employees injured in the course of their duties at a home location must report any incident to their supervisor immediately.

6.2 During work hours and while performing work functions, employees will be covered under Worker's Compensation when engaged in a flexible work arrangement if the injury is determined to be work related by the Workers' Compensation Board.

7. ACCOUNTABILITY AND MONITORING

All flexible work arrangements are subject to an annual review. Supervisors must periodically evaluate flexible work arrangements to ensure operational requirements are being met and that the flexible work arrangements remain in compliance with this policy.

8. RESPONSIBILITIES

8.1 **Employees** who participate in flexible work arrangements are responsible for

- (a) compliance with the terms and conditions of the flexible work agreement;
- (b) the costs of maintaining the flexible work location (insurance, internet, heat etc);
- (c) ensuring the location complies with the requirements of the HS-01 Occupational Health and Safety policy;
- (d) complying with the terms and conditions of employment, collective agreements, college policies, legislation; and
- (e) using college provided supplies, equipment, and electronic networks for work related purposes only, unless otherwise authorized by the college.

8.2 **Supervisors** are responsible for

- (a) reviewing and approving flexible work agreements;
- (b) ensuring adherence to flexible work agreements;
- (c) ensuring operational requirements continue to be met; and
- (d) undertaking annual reviews to ensure continuing viability of the flexible work agreement.

9. RELATED POLICIES

- GA-04: Freedom of Information and Protection of Privacy
- GA-05: Records and Information Management
- HR-01: Respectful Work and Learning Environment
- HR-10: Code of Conduct
- HS-01: Occupational Health and Safety
- IT-01: Mobile IT Connectivity
- IT-02: Electronic Information Access, Transfer and Storage

10. RELATED PROCEDURES

- PR-GA-04-01: Freedom of Information and Protection of Privacy
- PR-GA-05-01: Applying the Records Retention and Disposition Schedule
- PR-HR-01-01: Respectful Work and Learning Environment Complaint Resolution

11. RELATED INFORMATION

- Attachment A: Supervisors Decision Guide to Flexible Work Arrangements - [Link to Source](#)
- Attachment B: Flexible Work Agreement - [Link to Source](#)
- Flexible Work Hazard Assessment - [Link to Source](#)
- Alberta Union of Provincial Employees Agreement (AUPE)
- Faculty Association Agreement
- Management and Excluded Employees Terms of Employment

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: July 12, 2023

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: July 12, 2023

DOCUMENT HISTORY

September 2021	Revised policy approved
July 2023	Revised policy approved