
Modified Work Week

Department Policy Number

090 001

Effective Date

April 1, 1999

Revised January 2001

Policy

In accordance with the AUPE Collective Agreement, and this policy, permanent and temporary support staff may work a compressed or modified work week (flex-time) subject to certain conditions.

Procedure

1.0 Implementation

- 1.1 The terms and variations of the modified schedule must be understood and agreed to by the university (appropriate executive officer through executive group), at least two-thirds of the employees of the department plus the AUPE Local. This process is facilitated through the Labour Relations Coordinator.
- 1.2 Once approved, all documentation is filed with Human Resources.
- 1.3 Work hours for all staff in a department must be coordinated and authorized by the department head to ensure that there is no deterioration of service.
- 1.4 A work schedule must be arranged for staff members to work in excess of the normal daily seven hours in exchange for a day off at three-week intervals.

2.0 Conditions

- 2.1 The cycle must be run over a period of (15) work days during the months September through June. (There will be no flex time during the high vacation months of July and August).
- 2.2 The day off must be taken as soon as it has been accrued.



- 2.3 The work day must include an unpaid lunch break of (1) one hour.
- 2.4 The employee must be granted two, 15-minute paid coffee breaks.
- 2.5 Overtime compensation and shift differential, if applicable, must be adjusted in a fashion consistent with the variation so there is no increase in the eligibility for overtime compensation or shift differential.
- 2.6 Flex time will not be earned through illness, time off in lieu of overtime, or vacation in excess of three (3) consecutive working days but will be earned through statutory holidays and float days. If leave is more than three days, flex time entitlement must be made up for all days on leave.
- 2.7 A flex day to be taken cannot be scheduled for a statutory holiday but should be taken soon thereafter.
- 2.8 If, after a three-week period, a staff member has not accumulated enough hours to take a full day off, the staff member has the option of either starting late or leaving early on the designated day off, depending upon the amount of hours accumulated. The supervisor should be notified of the employee's intentions prior to the time off requested.
- 2.9 Flex days will be noted on absence reports as FD.
- 2.10 If any party to the modified work-week wishes to withdraw from this arrangement they may do so on thirty days written notice, outlining the reasons, and after consultation with the other parties.
- 2.11 Flex time will be introduced and or suspended on a department by department basis as approved by Executive Group based on the recommendation by an Executive Officer.
- 2.12 The flex time option may be suspended on an individual employee basis for a defined period of time by the department head where the employee has attendance problems which the department head is attempting to address. The department head must consult with the Labour Relations Coordinator prior to making such a decision. The Labour Relations Coordinator shall notify the union local of such cases.
- 2.13 The flex-time option cannot result in increased labour costs to the University.

Approved by

Executive Group, October 14, 1998
Executive Group, April 6, 2001



Amended Date/Motion No.

Revised February 14, 2001

Revised April 6, 2001

Related References, Policies and Procedures

Applicable Legislation/Regulation

[AUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. Please contact the Coordinator, Staff Relations and Development or the Director, Human Resources for further information. Contact information is available on the Human Resources Department website.