



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: FLEXIBLE WORK ARRANGEMENTS

Policy No.	HR- 411	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	HR-411-PR	Effective Date:	November 4, 2016 (R2)

1. PURPOSE AND SCOPE

The College is committed to providing employees with opportunities to balance their careers and family lives while maintaining the highest level of client service delivery. The purpose of this policy is to define specific arrangements for offering employees flexibility in their work schedules.

This policy applies to all full-time support, administrative and non-union, non-management employees of the College of the North Atlantic located within the province of Newfoundland and Labrador. Bargaining unit employees should also consult their respective collective agreements.

2. POLICY

It is the policy of the College that employees shall be provided opportunity, where appropriate, to participate in various types of alternative work arrangements, thereby providing options to create balance between the demands of their careers and their personal lives.

2.1 Flex Time

The College shall offer employees the option of participating in a flex time work arrangement, as and where appropriate. Flex time is an arrangement whereby the number of hours of work each day is unchanged; however, the scheduling of these hours may vary within the parameters set out in a flex time agreement.

2.2 Compressed Work Week

The College shall offer employees the option of participating in a Compressed Work Week, as and where appropriate. A compressed work week is an arrangement whereby in a two-week work cycle the required number of hours of work in a two-week period are increased by a specific amount of time each day, working the total hours in nine days, and allowing the employee to take the tenth day off as a “compressed day”.

3. PROCEDURE

The Vice President Corporate Services and Chief Operating Officer will ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	October 20, 2009
Revision 1	October 20, 2010
Revision 2	November 2016