| Policy Title | Effective Date | Updated to | Policy Number |
|---|---|---|---|
| Modified Work Arrangement | December 11, 2023 | | 6.6 |

## POLICY STATEMENT

The Town of Nipawin recognizes the importance of fostering a flexible work environment that promotes work-life balance, enhances productivity, and supports the overall mental and physical well-being of its workforce.  This Modified Work Agreement Policy outlines the guidelines and procedures for granting and managing a Modified Work Agreement.

This policy shall be reviewed after a 1-year pilot period to determine effectiveness.

## SCOPE

All regular full-time out-of-scope office employees are eligible to request to enter into a modified work agreement with the Town.

## POLICY

### 1. Eligibility

Modified work agreements may be available to full-time out-of-scope office employees who have been with the Town for a minimum period of 6 months and have successfully completed their probation period.

### 2. Operational Needs

Modified work agreements must take into account the operational needs of the Town. Employees must consider their schedule, responsibilities, and deadlines when scheduling days off in accordance with this policy.

Employees entering into a Modified Work Agreement must be available to attend regularly scheduled in-person meetings in accordance with their job description and/or employment contract.

### 3. Modified Work Agreements

Eligible employees may choose/change which type of modified work agreement they wish to enter into twice annually (January 1st and July 1st) by submitting a Modified Work Agreement Form for approval.

The modified work agreement shall include the new regular hours the employee is expected to work.

Modified Work Agreement agreements shall be for three week periods.

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4. **Types of Modified Work Agreements**

Eligible employees may choose to enter into the following types of Modified Work Agreements:
a) Earned Time Off (ETO)
b) Work From Home

a) **Earned Time Off (ETO)**

Employees choosing an ETO agreement shall work additional time each day to earn time off at a rate of 1 day per every three weeks. Total time worked in a three-week period shall total 112.5 hours.

*(One Day Earned Every Three Weeks)*
Office employees (7.5 hours per day)
15 days x 7.5 hours = 112.5 hours
= 8.03 hours per day

Earned Time Off must be used in the period it is earned. In the event ETO is not taken in the pay period it is earned, the time must be used within the next pay period.

i) **Requesting Earned Time Off**

Earned Time Off will be scheduled on a regular schedule. Employees wishing to alter this regular schedule must submit a request to their General Manager (or CAO) in advance, except in cases of emergency or unforeseen circumstances.

The employee's General Manager (or CAO) will approve ETO requests based on the Town's operational needs, workload, and staffing requirements. Efforts will be made to try to accommodate the employee's request within the Town's operational requirements.

ii) **Overtime**

Hours of work will not exceed an average of 112.5 hours per three-week period over the course of the averaging period. Time worked in excess of the regular averaging period hours will be paid or banked in accordance with current legislation and the Town's Time in Lieu policies.

b) **Work From Home**

Eligible employees may choose to work from home occasionally on approval from the CAO for special projects or when dedicated uninterrupted time is required.

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Employees approved to work from home are responsible for providing a suitable workspace in their place of residence including telephone and internet services. The home workspace must be set up in compliance with OH & S regulations.

The Town will provide necessary computer equipment and resources based on availability and job requirements.

Employees are expected to maintain communication with their General Manager (or CAO) and colleagues while working from home.

Employees are expected to promptly respond to work-related inquiries during their scheduled work hours.

i. **Data Security and Confidentiality When Working Remotely**
Employees working remotely must adhere to the Town's data security policies and procedures, including the protection of sensitive information.

Employees must ensure the security of municipal data by keeping all documents in a secure location, using approved technology, maintaining secure passwords, and following best practices for data handling.
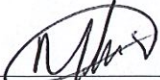
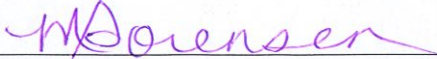The Town will ensure all VPN's and firewalls are installed on the employee's computer.

5. **Termination or Amendment**
The Town reserves the right to terminate or amend a Modified Work Agreement at any time based on operational needs, employee performance, or other justifiable reason.

6. **Compliance**
Non-compliance with this policy may result in disciplinary action, up to and including termination, based on the severity and frequency of the violation.

_____
Mayor

_____
Chief Administrative Officer

## Modified Work Agreement
*(As per Modified Work Arrangement Policy No. 6.6)*

**Employee Name:**                              **Employee number:**

**Title:**

**Department:**

**Regular Work Hours Per Week:**

**Type of modified work arrangement:**

(Refer to Town of Nipawin Modified Work Arrangement Policy No. 6.6)

☐    **112.5 hours over three weeks**

**Regular Work Week Schedule** *(as per employment contract):*
Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____

**Earned Time Off Work Week Schedule** *(as per Modified Work Arrangement Policy No. 6.6:)*
Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____

**Time period for which the agreement is valid:**

Start date (day/month/year):                    End date (day/month/year):

**Employer signature:**

I, _____
(Print name and title of employer or authorized officer)

hereby authorize the above modified work arrangement.

_____
(Signature)