

 <p>HOURS OF WORK AND OVERTIME</p>	<p>Human Resource Manual</p>
<p>Non-Standard Work Schedules</p>	<p>Section 1205</p>

NON-STANDARD WORK SCHEDULES

PURPOSE

1. The Government may agree to alter the standard work schedule if operational requirements permit and there is no cost to the Government. This allows employees to determine their own hours of work, to work flexible hours on regular working days or to compress their work week to fewer than five days.

APPLICATION

2. These guidelines and procedures apply to all employees except those in the NTA bargaining unit and those in positions which are designated as Rotating Irregular (i.e., positions which involve shift work).

DEFINITIONS

3. A **Standard Work Schedule** includes a 7.5 or 8 hour workday with the work being performed between 08:00 and 17:00, five days a week, Monday to Friday.
4. **Non-standard Work Schedules** include:
 - **Employee Scheduled Work:** This is work performed during hours other than those set out in a standard work schedule. The daily hours may vary.
 - **Flex Time:** An employee works the daily 7.5 or 8 hours any time between 07:00 and 18:00. If employees must be at work at certain times or peak periods of the day due to operational requirements, the employer will establish the core hours which must be covered.
 - **Compressed Work Week:** Employees work longer than 7.5 or 8 hours a day and bank the extra time worked to allow future "time off".
5. **Director** means the employee's Director (or equivalent, or designate).

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PROVISIONS

6. There will be no increase in cost to the Government or compromise of programs or services to clients as a result of implementation of a non-standard work schedule.
7. A request for a non-standard work schedule must be initiated by the employee and approved by the Director.
8. Any overtime resulting from the implementation of a non-standard work schedule will be grounds for review, amendment and/or termination of the schedule.
9. Non-standard work schedules are expected to reduce usage of casual leave as employees are required, where practicable, to schedule personal appointments outside of approved work hours.
10. A day of earned leave credits is 7.5 or 8 hours, depending upon the standard work schedule for the position.
11. A non-standard work day taken as sick leave, special leave or annual leave is charged against credits according to the non-standard work schedule hours for that day (i.e., a 7.5 hour a day employee scheduled to work 8.5 hours due to a non-standard work schedule who calls in sick will be charged 1.13 days of sick leave.)
12. An employee on a compressed work week works extra hours each day and "banks" the time to take off at a later date. Therefore, on a holiday or day of leave the employee does not bank any extra hours. This must be taken into account when calculating the time off.
13. A non-standard work schedule may be terminated by the employee or the employer upon 14 days written notice or earlier upon mutual agreement. It may also be amended at any time upon mutual agreement.
14. An employee requesting a non-standard work schedule provides a detailed written request outlining the proposed hours of work and explaining how programs and services will be maintained at equivalent or improved levels.

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15. The Director reviews the proposed non-standard work schedule and, if it is acceptable and complies with operational requirements, approves it in writing.
16. The Director maintains records on approved non-standard work schedules. These records show the name, position number and title of each employee and the approved schedule of hours of work, including the start and end dates of the non-standard work schedule. Attendance records are also maintained.
17. The Director reviews these records as often as required, but at least annually, to ensure that operational requirements are being met and to assess the effectiveness of the non-standard work schedule.

AUTHORITIES AND REFERENCES

18. Main Collective Agreement with NEU
Article 22.07, Flexible Hours
Article 22.08, Compressed Work Week
Article 22.09, Employee Scheduled Work
19. Excluded Employees' Handbook
Flex Time
Compressed Work Week
Flexible Schedules

CONTACTS

20. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
975-6211**

or

**Director Compensation and Benefits
Department of Finance
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975-5881**