



Flex@X Program Guide

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Flex@X materials were adapted from various sources but primarily draw on resources available from Ontario Tech University, McGill University, Toronto Metropolitan University, University of Toronto and University of Victoria.

What is Flex@X?

StFX is committed to providing a safe, inclusive workplace environment for all employees. Where appropriate, this can include opportunities for flexible scheduling and hybrid work arrangements. Flex@X and the Flexible Work Policy govern the University’s flexible work arrangement programs.

Flex@X provides employees the opportunity to request a flexible work arrangement while maintaining the necessary level of productivity, engagement and performance required by the University.

Requests are formalized through a Flex@X Agreement and are subject to the Flexible Work Policy.

Guiding Principles

The University is, first and foremost, committed to providing an exceptional in-person, residential learning environment for students. Beyond this, Flex@X is governed by the following principles:

<p>Operational and Service Needs</p> <p>Arrangements are dependent on the needs of the department and must not compromise operational effectiveness or service delivery. Impact on other departments and University-</p>	<p>Productivity and Effectiveness</p> <p>Arrangements are dependent on the nature of the work and the ability for the work to be performed productively and effectively to the same level that would be expected if there was no Flexible Work arrangement.</p>	<p>On-Campus Presence</p> <p>Key to a vibrant campus community, on-campus presence is a requirement for most roles.</p>
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wide operational effectiveness is also considered.		
Transparency Decisions must be made in a transparent manner.	Employee Preference Employee preferences are considered when developing and approving any Flex@X arrangement.	Regular Review Arrangements are reviewed regularly to ensure effectiveness.

Eligibility

Eligibility for Flex@X is outlined in the Flexible Work Policy. Currently, administrative (NSGEU) staff and Managerial and Professional Employees are eligible to participate.

Available Flex@X Arrangements

The availability of Flex@X options will vary based on the operational and service needs of each department. The Flexible Work Policy was written to capture a wide variety of flexible work arrangements. Some positions will not be eligible for Flex@X and some may have limited options.

Flex@X has three Flexible Work Arrangement options:

- Hybrid and Remote Work
- Flex Time (Earned Time Off)
- Flex Time (Modified Schedule)

Flex@X arrangements are not permanent. They will include a start date, end date, regular review dates and termination provisions. Flex@X agreements need to be reviewed prior to their end date and extensions will need to be approved. Arrangements will generally last a maximum of two (2) years before review.

The full terms and conditions for the Flex@X program are found in Appendix A.

Hybrid and Remote Work Arrangements

A Hybrid Work Arrangement is where an employee works from home or another approved location up to and including 60% of the time. The employee is still expected to be available during working hours and is responsible for meeting their performance objectives. Each department will determine how much on-campus presence is necessary.

A Remote Work Arrangement is where an employee works from home or another approved location more than 60% of the time. Such arrangements will be very rare and will only be approved in exceptional circumstances.



Example Hybrid Work Arrangement

Day	Schedule
Monday	Remote
Tuesday	On Campus
Wednesday	On Campus
Thursday	Remote
Friday	On Campus

Flex Time Arrangements

Earned Time Off

A Flex Time (Earned Time Off) Arrangement is where an employee works extra hours over multiple days and receives a time off later based on a defined schedule within a three-week period. For example, an employee working 35 hours per week from 8:30 AM – 4:30 PM on an Earned Time Off plan might work an extra 30 minutes each day and have a day off every three weeks.

Example Flex Time (Earned Time Off) Schedule

Day	Start Time	Lunch Break	End Time
Monday	8:30 AM	12 – 1 PM	6:00 PM
Tuesday	8:30 AM	12 – 1 PM	6:00 PM
Wednesday	8:00 AM	12 – 1 PM	4:30 PM
Thursday	8:30 AM	12 – 1 PM	4:30 PM
Friday (Weeks 1 and 2, Week 3 they are off)	8:30 AM	12 – 1 PM	4:30 PM

Modified Schedule

A Flex Time (Modified Schedule) Arrangement is where an employee’s weekly hours of work remain the same, but their daily hours of work may vary. An employee works the same number of hours each week, but actual work hours vary. There are two variations:

- **Alternate Work Hours:** employees maintain work hours outside of the normal typical work day for their department.
- **Compressed Work Week:** This allows employees to work their normal number of hours over a shortened work week. Generally, this will be working four days instead of five.



Example Flex Time (Modified Schedule) with Alternate Work Hours

Day	Start Time	Lunch Break	End Time
Monday	8:30 AM	12 – 1 PM	4:30 PM
Tuesday	8:30 AM	12 – 1 PM	4:30 PM
Wednesday	10:30 AM	1 – 2 PM	7:30 PM
Thursday	11:30 AM	2 – 3 PM	6:30 PM
Friday	8:30 AM	12 – 1 PM	4:30 PM

Example Flex Time (Modified Schedule) with Compressed Work Week (37.5 hour week)

Day	Start Time	End Time
Monday	8:00 AM	6:30 PM
Tuesday	8:00 AM	6:30 PM
Wednesday	8:00 AM	6:30 PM
Thursday	8:00 AM	6:00 PM

Application Process

Managers and supervisors will review department operations and employee responsibilities. As part of this process, they will engage with their employees to get feedback and gauge interest in Flex@X.

The application process for Flex@X is as follows:

1. The employee fills out one of the Flex@X Applications.
2. The manager/supervisor and department head receive the form and evaluate the request against the Flex@X criteria. The decision is recorded on the form and sent to People and Culture.
3. People and Culture will review the application and make a final decision. If it is approved, the Flex@X Application will form the Flex@X Agreement. A copy will be provided to the employee and the manager/supervisor.

Criteria

In making the decision to approve a Flexible Work Arrangement, the following will be considered:

1. Operational and service needs and safety requirements can be effectively and efficiently maintained (student service needs will be prioritized in assessing and approving regular Arrangements).
2. Job requirements can be productively and effectively performed remotely to the needed quality standards.



3. If Hybrid or Remote, the work does not require close supervision and the duties can be performed with a degree of independence from the Employee's supervisor/manager and co-workers.
4. The Arrangement will not unduly hinder or delay on the work of other Employees or negatively impact the delivery of services and supports to students and community members.
5. If Hybrid or Remote, the Employee has a suitable remote workspace (e.g. privacy, free from distractions, ergonomic workstation set-up) and reliable internet access to allow for needed connectivity.
6. The Employee does not have any performance concerns or unresolved workplace issues that would inhibit the success of a Flexible Work Arrangement.

More Information

For more information, review the Flex@X Frequently Asked Questions and Terms and Conditions.