



Procedures for Workload Management - 74.64 583.32 in (P)-4.3 (r) (o)-2.3 (c)6.1 (e)7 (d) (u)

### **3. Responsibility for the Processes**

- 3.1 Vice Presidents (VPs), Associate Vice Presidents (AVPs), Deans, Registrar, Directors or their designates are responsible for determining the appropriateness of any alternate workload arrangements or modified work weeks within their departments. They are expected to assess Employee requests reasonably and consistently.
- 3.2 Employees applying for any alternate workload arrangements must comply with the provisions of this procedure and applicable Collective Agreement language.

### **4. Alternate Workload Arrangements (Vocational Instructors)**

- 4.1 The BCGEU Vocational Instructors Collective Agreement identifies the types of alternative workload arrangements that may be considered for Vocational Instructors.
- 4.2 Proposals from either Employees or managers in these specific departments regarding alternative work arrangements should first be discussed between the Employees from within the specific department(s) and the Chair and the Dean of the program area.

- 4.3 Where there is a desire, on the part of either the Employee or management, to engage in further exploration of the proposal the Employee of the specific department may notify the Chairperson, BCGEU Vocational Instructors and the Dean of the program area will inform their Business Partner, People Services.
- 4.4 The People Services Department will be responsible for establishing a Working Group, inclusive of a representative of the BCGEU Vocational Instructors to explore the alternative workload arrangement in keeping with the requirements of the Collective Agreement.
- 4.5 Where an alternative workload arrangement is tentatively agreed to, a specific Letter of Understanding will be developed by the People Services Department to detail the specifics of the tentative agreement with a copy of the alternative work schedule attached.
- 4.6 Any Letter of Understanding regarding an alternative work arrangement that is tentatively agreed to is subject to ratification by the Principals. For Okanagan College, the Principals include the Okanagan College Board of Governors and the Board of Governors of the Post-Secondary Employers' Association.

## **5. Flexible Work Scheduling (Non-Instructional Faculty, BCGEU Support Staff, Exempt & Excluded Staff)**

- 5.1 Employees may request Flexible Scheduling work arrangements and such arrangements may be approved based on operational needs. Requests for Flexible Scheduling should be discussed first between the manager and the Employee, and if agreed, then the request would be submitted for approval to the appropriate VP, AVP, Dean, Registrar, or Director. A Flexible Work schedule is not an entitlement, and all such arrangements are voluntary.
- 5.2 A Flexible Work schedule could be:
  - a) Temporary or permanent.
  - b) Working different hours or days, than the normal and regular hours of the department.
  - c) Job Sharing or Shared Appointments (the specific procedure for job sharing is detailed in section 6 below).
- 5.3 Flexible Scheduling supported by the applicable VP, AVP, Dean, Registrar, or Director will be communicated to the Business Partner, People Services who will consult with the applicable Union or Association prior to implementation.
- 5.4 Where Flexible Scheduling is tentatively agreed to between the Employer, the Employee and the applicable Union or Association, a letter will be developed to detail the specifics of the tentative agreement with a copy of the flexible work schedule

6.4 Th d [ h ( . P e 7 U j h

## History / Revisions

Date	Action
2022-11-02	<i>New Procedure Approved by Policy Sponsor:</i> Procedures for Flex Scheduling (Rescinds and replaces (2013) Alternate Work Arrangements and Modified Work Weeks)
2013-04-22	<i>Revision approved by Director, Human Resources:</i> 7. Workload and Work Schedule