

College Policy Changes: **JULY 2021**

College Policy Manual changes for July 14, 2021

P215: Flexible Work

New (July 14, 2021).

The purpose of this policy is to establish a framework for flexible work arrangements to address the evolving work environment and the changing needs of both the College and its employees. Understanding and flexibility is paramount in our changing environment.

The College developed this policy to address which roles may be eligible for flexible work, guiding principles for flexible work and responsibilities of the College, employees and managers. Students remain our number one priority and meeting their needs will factor into all decisions around flexible work. The policy was developed with the following guiding principles:

1. Meeting student needs;
2. Respecting employee productivity and innovation;
3. Enhancing well-being, safety and work-life balance;
4. Using space effectively.

A mandatory Flexible Work training module for anyone approved for flexible work is under construction by Organizational Development and Learning with input from Employee Health and Safety and the Flexible Work Arrangement Task Team. The module will feature health and safety guidance and will reiterate key points in the policy. It is expected to be ready to be rolled out in September.
