

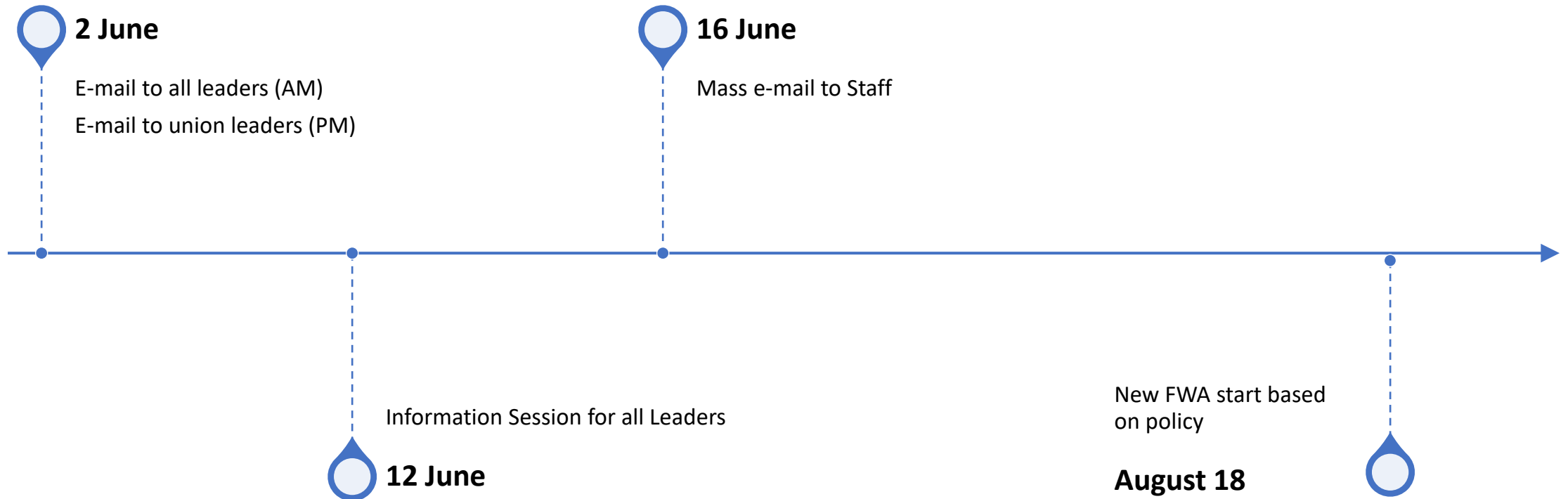
Flexible Work Policy

Overview for Leaders



University of Windsor

Communication Timeline



Flexible Work Policy

- Flexible Work Policy - effective **Monday August 18, 2025**
- Articulates the terms and conditions governing Flexible Work.
- Flexible Work Arrangements:
 - Subject to the provisions of applicable Collective Agreements.
 - Subject to operational needs and the nature of the eligible employees' work.
 - **Must prioritize service, teaching, research and student experience.**
 - Not intended to support the provision of childcare or dependent care.
 - Not a substitute for workplace accommodation.

Eligible Employees

- Employees who have completed their probationary period
- Employee groups: Executive, Managerial and Professional, Unifor Local 2458 (Clerical Full -Time) and CUPE Local 1393 (excepting Maintenance).



Flexible Work Options

Flexible Schedule

Remote Work

Ad Hoc Flexible
Schedule/Remote
Work



Flexible Schedule

Eligible employees may be permitted to work a different daily work schedule other than their regular standard schedule.

Conditions:

- Employees must work the same number of hours each day as in their regular schedule.
- Employees must work during the core hours 9:30 am – 3:30 pm and may start as early as 7:30 am and may finish as late as 5:30 pm.
- Breaks and lunch periods must be taken within the working day and cannot be taken at the beginning or end of a working day or accumulated to reduce the hours worked on another working day.
- 70% on-campus staffing level during the University's/department's regular hours of operation.



Remote Work

- Employees whose roles or departments directly support students, faculty and research are **not eligible** for the remote work option.
(Departmental Listing Available on website)
- Eligible Employees may request to work off University Premises for a maximum of **one day per week**.
- In **exceptional circumstances**, a maximum of two days per week may be approved by the respective Vice-President.

Exceptional circumstances in the context of this policy refers to situations beyond the University's control that can significantly impact its operations.

- These are not individual employee requests but rather institutional challenges.
- Example: The inability to attract candidates for hard-to-fill positions. If these roles remain vacant, they can pose a risk to the University's functioning.
- Such requests need to be brought forward by the AVP/Dean/Director to the appropriate Vice-President for approval.
- Subject to review.



Remote Work

- The Employee must maintain their regular work schedule or approved Flexible Work Schedule.
- Departments must ensure minimum of 70% on-campus staffing level during the University's/department's regular hours of operation.
- **100% mandatory on-campus presence:**
 - the week preceding the start of the fall semester;
 - the first week of the fall semester;
 - the second week of the fall semester;
 - any other time established by Leaders based on operational requirements.
- Employees must be available by phone, Teams chat, and/or videoconference during scheduled work hours, excluding breaks and lunch periods.
- Employees approved for Remote Work **must perform their work in the Province of Ontario** in a location that would allow them to attend the University in person as may be required due to unforeseen circumstances or in-person meetings and activities.

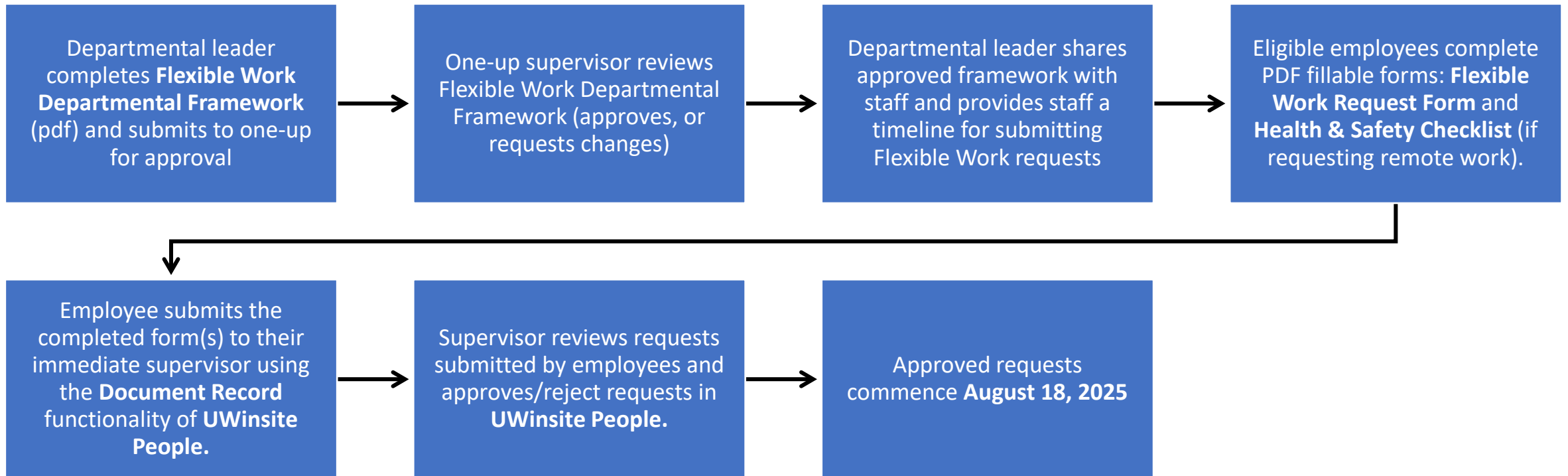


Ad-hoc Flexible Schedule or Remote Work

- Eligible Employees may request an occasional Flexible Schedule or Remote Work for specific, incidental reasons.
- These ad-hoc arrangements:
 - Must be requested in writing (via e-mail)
 - Leader has full discretion to grant or deny these requests.
- Approval for an ad-hoc requests:
 - Considered on a case-by-case basis
 - Prior approval will not be considered a precedent or basis for future approval.
- Ad-hoc flexible work requests aren't a substitute for **sick leave** or **workplace accommodation**.
- Employees must still be able to perform all their job duties and meet policy requirements.
- In some cases, using **lieu time** or **vacation** may be more appropriate.



Overview of Flexible Work Request and Approval Process



What you Need to Do Before Employees Submit a Flexible Work Request

1. Review the Flexible Work Policy and the List of Departments Eligible/Not Eligible for Remote Work
2. Complete the Flexible Work Departmental Framework
3. Submit the Flexible Work Departmental Framework to your one-up leader for approval
4. Meet with your team to:
 - Review the Flexible Work Policy
 - Share the approved Flexible Work Departmental Framework and the Effective date of approved arrangements (**August 18**)
 - Go over the Flexible Work Request Form and Health & Safety Checklist
 - Highlight procedures for submitting requests via UWinsite People
 - Provide timelines for submitting requests via UWinsite People (**Recommended – July 7 to 18**) and receiving a response (approve/reject) via UWinsite People (**Recommended – By August 5**)



Considerations for Approving/Rejecting a Flexible Work Request:

- Impact on operational and service needs and safety requirements demanded by employee's work.
- Ability of employee to perform all necessary tasks and fulfill the needs of all internal and external stakeholders without sacrificing quality, efficiency, and productivity.
- Supervisory requirements of or by the employee.
- Degree to which the duties of the position can be effectively performed independent of direct Leader and co-workers.
- Potential impact on other employees' ability to perform their tasks and to provide effective service.
- Suitability of the Remote Work location, including access to reliable internet for connectivity.
- Performance and conduct history of employee.



Key Sections of the Policy to Review with Employees

Risk, Privacy,
Confidentiality and
Data Security

University Property,
Technology, Equipment
and Remote Work
Associated Expenses

Health & Safety

Workplace
Accommodations

Roles & Responsibilities

Change or Termination
of Approved Flexible
Work



Links to Resources

- Flexible Work Website: <https://www.uwindsor.ca/humanresources/flexible-work>
- Website includes:
 - Link to the policy
 - Policy overview – leaders/supervisors
 - Policy overview - employees
 - List of departments eligible and not eligible for remote work (PDF)
 - Flexible Work Departmental Framework (PDF – for supervisors)
 - Flexible Work Request Form (PDF – for eligible employees)
 - Link to Health & Safety Checklist (For employees requesting Remote Work)
 - Instructions for submitting a Flexible Work Request via UWinsite People (for employees)
 - Instructions for approving a Flexible Work Request via UWinsite People (for supervisors)

