



Section: Human Resources

- **Employee Relations**

Policy Code: HR-4.3

Policy: FLEXIBLE WORK ARRANGEMENTS

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The Kawartha Pine Ridge District School Board values the contributions of all employees in the attainment of our mission. While the needs of the organization take precedence, flexible work arrangements may serve as one among many methods for accomplishing this objective while advancing strategic priorities, such as health and well-being.

1. Purpose

- 1.1 To meet organizational goals while empowering employees to enhance work/life balance;
- 1.2 To attract, retain, and motivate high-performing employees;
- 1.3 To foster a culture of high job satisfaction, creativity and innovation;
- 1.4 To enable members of an increasingly diverse workforce to participate as staff members within the Board.
- 1.5 To establish clear processes when circumstances or a catastrophic event requires all employees to work from home for a period of time.

2. Principles of Flexible Work Arrangements

The following principles guide the application of flexible work arrangements:

- 2.1 *Service Excellence* – The needs of the organization take precedence. Service, coverage, high performance and productivity levels may improve as a result of flexible work arrangements, but they must be maintained in any arrangements.
- 2.2 *Equity* – Flexible work arrangements will be applied as equitable as possible throughout the organization, within the various work groups.
- 2.3 *Transparency* – Transparent decision-making will be employed in the consideration of any flexible work arrangements requests.
- 2.4 *Accountability* – Flexible work arrangements will be evaluated on an ongoing basis to ensure their effectiveness and appropriateness.
- 2.5 *Communications* – Timely communication between employees and supervisors, among team members, and across departments is integral to ensure successful arrangements.

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- 2.6 *Collaboration* – Flexible arrangements will only succeed in a climate of mutual respect and collaboration, fostered through a focus on service excellence and productivity.

Note: Any flexible work arrangements are distinct from other programs offered by the Board, including inclement weather provisions, summer working hours or accommodated/modified work arrangements. For the most part, flexible work arrangements will not be supported in tandem with any of these other programs. However, requests may be considered on a case-by-case basis in consultation with Human Resource Services.

Administrative regulations, detailing the procedures for various flexible work arrangements, will be maintained and reflect the intent of this policy.

Administrative regulations which support this policy include:

[HR-4.3.1, Flexible Work Arrangements](#)

[HR-4.3.2, Flexible Work Arrangements, Work From Home Guidelines](#)

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