

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

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. 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.

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 *Transparency* – Transparent decision-making will be employed in the consideration of any flexible work arrangements requests.
- 2.3 *Accountability* – Flexible work arrangements will be evaluated on an ongoing basis to ensure their effectiveness and appropriateness.
- 2.4 *Communications* – Timely communication between employees and supervisors, among team members, and across departments is integral to ensure successful arrangements.
- 2.5 *Collaboration* – Flexible arrangements will only succeed in a climate of mutual respect and collaboration, fostered through a focus on service excellence and productivity.

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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.

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

Established: November 11, 1999
May 24, 2012 Rescinded/Re-established

Revised: April 27, 2006
April 27, 2017