Policy Name	*Flexible Workplace*		
Policy #	HR 5.0	Category	Human Resources
Policy Owner	Associate Vice President, Human Resources	Effective Date	November 18, 2021
Policy Lead	Director, Employee & Labour Relations	Next Review Date	November 17, 2026
Approved by	Executive Management Committee	Approval Date	November 17, 2021

1.0 Policy Statement

NAIT's commitment to support its employees and be an outstanding workplace involves supporting the ability to pursue work-life balance and to envision employees being productive and contributing to NAIT's success utilizing flexible work arrangements. NAIT believes the organizational and operational requirements to support its students and industry need to be at the forefront of decisions regarding all work arrangements, ensuring equity and inclusivity amongst employees, while considering employee choice.

2.0 Scope

This policy applies to all NAIT employees, except as amended by any negotiated Letters of Understanding or Collective Agreement provisions with AUPE and/or NASA, if applicable.

3.0 Definitions of Flexible work arrangements

Term	Definition
Hours/FTE Reduction	An employee's request to work fewer than standard fulltime hours in order to work fewer hours in a day or fewer days in a week or a combination of the two.
Job Share	Where two employees share the duties and responsibilities of one job, each working part time on a regular, ongoing basis.
Distributed Work	An arrangement where an employee has approval to perform some or all of their job duties and responsibilities, electronically from an alternate location other than on NAIT campus
Flexible Hours	An arrangement where employees work the standard number of hours in a workday, but vary their start and end times.
Flexible Schedule	A schedule where the employee works longer than the standard daily hours at their regular rate of pay in order to take paid time off. Hours of work are averaged over a set period of weeks.
Leader	An Employee with direct reports and the authority to approve or deny requests and does not occupy a unionized position that is covered by the terms and conditions of a collective agreement.

Equity	Actively and intentionally ensuring justice and fairness in outcomes for all people.
Inclusion	The active and intentional promotion of a sense of belonging and dignity that ensures all people are safe, respected and valued.

4.0 Guiding Principles

4.1 The primary consideration when deciding on flexible work arrangements for employees should be the operational requirements/needs of the business unit.

4.2 Decisions of leaders regarding flexible work arrangements will receive fair and reasonable consideration and may be temporary to allow for both the employee and the leader to determine if they are meeting operational requirements, while meeting the employee's need for work-life balance.

4.3 When deciding on flexible work arrangements, the focus of employees and leaders is to be on the role and function of the position, not the individual incumbent.

4.4 Identification of key performance outcomes for the employee should be purposeful and established by the leader through regular, clear communication.

4.5 Trust and empowerment through mutual accountability between leaders and employees contributes to a successful flexible workplace arrangement.

4.6 Leaders and employees both have a role to ensure flexible work arrangements contribute to the positive functioning of their teams where principles of collaboration, inclusion and equity are demonstrated.

4.7 NAIT is a dynamic environment with changing operational needs. This requires the ongoing flexibility of the employee and leader, which may result in a variety of flexible work arrangements across all business units.

5.0 Other Related Documents

HR 5.1 Distributed Work Procedure
Letter of Understanding between NAIT and AUPE Re: Flexible Workplace Options
Distributed Work Agreement Template
Job Share Agreement
Reduced Hours/FTE and Flexible Work Hours Agreement
Distributed Work Toolkit for leaders

Document History

Date	Action/ Change

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