



UNIVERSITY OF  
ST. MICHAEL'S COLLEGE  
IN THE UNIVERSITY OF TORONTO

# EMPLOYEE-REQUESTED ALTERNATIVE WORK ARRANGEMENTS STANDARD OPERATING PROCEDURES

## Request and Approval Process

Any employee request for alternative work arrangements must be approved by an employee's manager, taking into consideration the approval processes as is required by the Alternative Work Arrangements Guideline. The manager has the discretion to approve or deny a request, or to approve a request in part or subject to specific changes or parameters.

**Human Resources** can provide advice regarding alternative work arrangements to both managers and employees, including proper assessment of requests and considerations that would favour granting, denying, or amending a proposed arrangement.



## Procedures for Requesting an Alternative Work Arrangement

Procedures for requesting an alternative work arrangement will generally be as follows, subject to specific departmental processes:

1. Employee develops a draft alternative work arrangement. Employees are encouraged to consult with their manager and/or Human Resources before submitting an alternative work arrangement proposal.
2. Employee submits a request for an alternative work arrangement to their manager, including a copy of a draft alternative work arrangement plan.
3. Manager assesses the request and proposed work plan and processes the request within the department's alternative work arrangement approval process.
4. The Manager provides one of three possible responses to the employee based on the assessment:
  - approve as-is,
  - revised alternative work arrangement, or
  - deny
5. The alternative work arrangement plan is reviewed by the Alternative Working Arrangement Approval Group.
6. If the request is approved, an alternative work arrangement will be put in place. Arrangements will be term-based, with reviews periodically that will result in renewal, modification, or cancellation of the arrangement.

After the established review date, the employee and their manager (and any other staff as necessary, e.g., HR staff) will meet to assess the arrangement, and determine whether,

and on what terms, the arrangement may continue. The parties will discuss the arrangement periodically and make adjustments as necessary throughout the trial period and as appropriate thereafter.

It is recommended that employees consult with their manager and/or Human Resources at least four weeks prior to the end-date of their alternative work arrangement, in order to establish renewal, modification, or cancellation of the arrangement.

7. If the request is not approved, the manager will inform the employee in writing of their rationale for this decision, as it pertains to the Fundamental Requirements laid out in the [Alternative Work Arrangements Guideline](#). An employee whose request is not approved may revise and resubmit their request after discussion with their Manager. It is at the discretion of the manager whether or not to approve or deny the request.

Managers should consult with Human Resources to ensure they are appropriately working within the alternative work arrangement processes, inclusive of the approval processes specific to the department as determined by the CAO.

## Denial and Cancellation Process

An alternative work arrangement plan may be terminated at any time as determined by the manager and/or employee, however, notice of at least four weeks should be provided in writing to the employee or to the manager unless there are extenuating circumstances. If a Collective Agreement provision applies to the change, such as a change in hours of work within the meaning of a Collective Agreement, the University will comply with such provision.

Termination of an alternative work arrangement does not constitute termination of employment, constructive or otherwise.

Once finalized, submit a formal request in writing that includes the above items to the appropriate manager or director, based on the guidance of Human Resources. Written requests for alternative work arrangements are required.

***See below for Alternative Work Arrangement Form***



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# Alternative Work Arrangement

Template Documented Alternative Work Arrangement

Prior to beginning the development of an Alternative Work Arrangement, ensure that you have reviewed:

1. The [University of St. Michael's College Alternative Work Arrangements Guideline](#)
2. The [Employee-Requested Alternative Work Arrangements Standard Operating Procedures](#)

When documenting an alternative work arrangement, employees may wish to develop the arrangement prior to meeting with their managers so they can provide a draft for discussion, or employees and managers may work together to finalize the details of the work arrangement.

**! It is important to note that not all roles within the University are conducive to alternative work arrangements.**

**Date:** \_\_\_\_\_ **Manager Name:** \_\_\_\_\_  
**Employee Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

## Alternative Work Arrangement Schedule

Arrangement Trial Dates			Arrangement Terms		
Submission Date	Trial Start Date	Trial Review Date	Term Start Date	Term Review Date	Term End Date

Current Work Schedule:			Proposed Alternative Work Schedule:		
Day	Hours	Location	Day	Hours	Location
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Sunday			Sunday		

Add additional notes section.

The above alternative work schedule will become your work schedule for the duration of the alternative work arrangement trial or term period, subject to the University's rights with respect to amending your work schedule, and normal processes in place for such matters as overtime, vacation, leave(s), personal days etc.

## Equipment

<Outline key equipment (hardware, software, connectivity, etc.) required for performance of duties. Please refer to [Appendix A of the Alternative Work Arrangements Guideline](#) for parameters around University-provided equipment>

## Reporting and Communications Considerations & Confirmation:

In general, all usual reporting obligations and processes will continue to apply however day-to-day reporting and communications may differ when working on campus versus off campus.

## Employee Accommodation:

If “Not Applicable”, leave blank.

**<The existing Accommodation Plan for this employee has been reviewed and this Alternate Work Arrangement retains the elements of the Accommodation Plan, as specified below. Human Resources may be consulted to assist.>**

## Additional Notes:

If “Not Applicable”, leave blank.

## For Unionized Employees

In addition to the information provided in this Arrangement and the [Alternative Work Arrangements Guideline](#), the terms and conditions of your employment, as well as your job duties, remain the same. Your terms and conditions of employment will continue to be governed by the Collective Agreement between the USMC and USW Local 1998 , as well as your Letter of Offer , and all applicable University and departmental policies, procedures, and practices.

## For Non-Union Employees

In addition to the information provided in this plan and the [Alternative Work Arrangements Guideline](#), the terms and conditions of your employment, as well as your job duties, remain the same. All other terms and conditions of employment remain the same as set out in your Letter of Offer, as well as all applicable University and departmental policies, procedures, and practices.

**This Alternative Work Arrangement is required to be submitted to your Manager.**