



Procedures for Flex Place

Parent Policy: *Flexible Work Policy*

Procedure Reference:

operational needs or the employee's work performance at the request of either the employee or the manager.

4.3 Managers in consultation with the applicable VPs, AVPs, Directors, and Deans are responsible for making final decisions on individual Flex Place work arrangements on a case-by-case basis.

4.4 jTd(4)no

5. Decision Making Criteria

Appendix A sets out the criteria for determining whether a student is eligible for a Flex Place.

7.2 *Review and Application:* Supervisors will review the information gathered and if they determine that a Flex Place work arrangement is applicable they will ask the Employee to complete the *Flex Place Request Form*, and to review the Flex Place Safety document *Working From Home Safety Review*.

7.3 *Approval:* Supervisors review the application with the applicable VP, AVP, Dean, Registrar or Director, and approve or deny the Flex Place request. If the request is denied the manager should provide the Employee with an explanation as to why such a work arrangement is not

Date	Action
2011-02-05	<i>Approved by President:</i> Telecommuting Policy –

