



<b>POLICY NAME:</b>	<b>Alternative Work Arrangement Policy</b>
<b>Effective Date:</b>	August 13, 2025
<b>Policies Rescinded:</b>	1975/1977
<b>Document Owner:</b>	CAO
<b>Required Review Date:</b>	May 5 <sup>th</sup> 2030
<b>References:</b>	

**PURPOSE**

Woodlands County supports flexible and remote work arrangements to promote employee well-being, productivity, and work-life balance. These arrangements aim to improve retention, reduce absenteeism, and maintain high service levels, while ensuring operational effectiveness and alignment with Employment Standards.

**POLICY STATEMENT**

Woodlands County is committed to fostering a modern, adaptable, and productive work environment. This policy affirms the County’s support for alternative work arrangements, including flexible scheduling and remote work, as a means to promote operational efficiency, employee engagement, and work-life balance. These arrangements are offered with the mutual understanding that operational needs remain paramount, and that both the County and employees will maintain flexibility and accountability in their implementation.

**DEFINITIONS**

**Averaging Arrangements:** Agreements allowing extended daily work hours to generate non-workdays.

**Alternate Work Schedule:** Adjusted start/end times or days worked while maintaining biweekly hours.

**Flex Time:** Variable arrival, departure, and lunch times, within core business hours.

**Remote Work:** Work performed outside County premises, including work from home.

**Hybrid Work:** A combination of onsite and remote work.



## ADMINISTRATIVE RESPONSIBILITY

The **Employees:** Maintain service standards, communicate effectively, and comply with agreements.

**Supervisors/Managers:** Assess operational feasibility and ensure fairness and consistency.

**Directors:** Approve or deny requests; ensure alignment with County goals.

**CAO and Council:** Approve Director and CAO arrangements as applicable.

**Chief Administrative Officer** (or designate) is responsible for administering this policy.

## GUIDELINES

1. The following regulations govern the implementation and administration of alternative work arrangements within Woodlands County:
  - Participation in alternative work arrangements shall be subject to the approval of the appropriate supervisory authority, based on operational feasibility and departmental requirements.
  - Employees should have successfully completed their probationary period before being eligible to request alternative work arrangements.
  - All arrangements shall uphold the continuity and quality of service delivery, adhere to applicable legislation, and comply with all County policies and procedures.
  - No alternative work arrangement shall result in additional cost to the County unless such expense is explicitly pre-approved through the appropriate administrative channels.
  - Flexibility is recognized as reciprocal: the County reserves the right to require employees to attend the workplace with reasonable notice for operational reasons, including but not limited to meetings, service delivery requirements, or unforeseen emergencies. Conversely, employees may request temporary remote work accommodations under emergent circumstances, such as illness or family care responsibilities, which shall be considered in good faith.
  - All approved arrangements are subject to ongoing review and may be modified or revoked by the County with a minimum of fourteen (14) calendar days' notice, unless an urgent operational or organizational need requires immediate change.
  - All alternative work arrangements must support the service levels and organizational objectives established by Council. The CAO shall ensure that any approved arrangements remain consistent with Council's direction, budgetary allocations, and legislative responsibilities.

## 2. Application and Approval Process

Employees may request alternative work arrangements through a formal application process as outlined in the supporting administrative procedure. The policy authorizes eligible employees to apply for flexible or remote work arrangements, subject to operational feasibility and leadership approval.



Directors and the CAO shall follow appropriate governance procedures for self-initiated arrangements.

Final approvals will be based on service level impact, legal compliance, and organizational priorities. All approved arrangements may be revoked or revised by the County with a minimum of fourteen (14) calendar days' notice, or sooner if urgent operational needs arise.

Alternative work arrangements may also be suspended without notice during a declared local or provincial state of emergency, activation of the Emergency Management Plan, or in other circumstances where the CAO or designate determines that full in-office presence is required to support essential services.

### **3. Flexible Work Options**

The County supports flexible work arrangements, including adjusted schedules and averaging agreements, where operationally feasible. These arrangements must align with organizational needs and shall not compromise service delivery or compliance with applicable legislation.

The continuation of flexible work schedules is contingent upon operational demands. During declared emergencies or periods of critical service disruption, the CAO or designate may suspend flexible scheduling arrangements to ensure adequate staffing and support for County operations. Further details on the structure, documentation, and administration of flexible work schedules are outlined in the County's supporting administrative procedure.

### **4. Remote Work Requirements**

Remote work arrangements are supported for roles that are compatible with offsite service delivery and where such arrangements do not compromise the County's operational effectiveness. However some level of Office attendance is encouraged and preferred by the organization.

General principles regarding eligibility, availability, accountability, equipment use, and conduct while working remotely are established in this policy. Specific procedures, including scheduling expectations, technology requirements, communication protocols, and data protection standards, are detailed in the County's Work from Home Procedure and any Remote Work agreements.

### **5. Health, Safety, and Insurance**

The County is committed to maintaining health and safety standards in all work environments, including approved remote work locations. Responsibilities related to workspace safety, ergonomic requirements, liability, insurance, and incident reporting are governed by the County's Work from Home Procedure.

Employees must comply with all provisions of the procedure as a condition of their remote work arrangement. The County reserves the right to revoke or modify remote work arrangements where compliance is not maintained.



*Original Signed*

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CAO Signature

**END OF DOCUMENT**

**Version Control**

This section tracks all revisions to the policy. Administrative changes made under CAO authority must not alter the original intent of the policy and are logged accordingly. Council-approved revisions are noted with corresponding resolution numbers.

<i>Version</i>	<i>Date</i>	<i>Approved by</i>	<i>Type of Change</i>	<i>Summary of Change</i>	<i>Reference</i>
1.0	August 13, 2025	CAO	New	HR Policy approved by CAO	N/A