



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

3.0 HOURS OF WORK **3.05 FLEX TIME**

Purpose

To allow permanent full-time employees the flexibility to select the work schedule which best suits their personal needs and allows for a good balance between work and home responsibilities.

Application

This policy applies to all permanent full-time employees of the Information and Privacy Commissioner (IPC).

Policy

Flex time is subject to the approval of the supervisor and the Commissioner, and the operational needs of the organization. Flex time is based on the employee's normal workday, which is 8:00 a.m. to 5:00 p.m.

Employees shall not start earlier than 7:30 a.m. and not work later than 5:30 p.m.

Employees must be at work during the core hours of 8:30 a.m. to 4:00 p.m., with the exception of their lunch break, which must be a minimum of one-half (1/2) hour.

Respecting this core period, employees may select the most appropriate work schedule, subject to approval of their supervisor and the Commissioner. Employees may be required to alternate their work times with others so that client service is available continuously from 8:00 a.m. to 5:00 p.m. This may include staggering lunch hours.

Once an employee establishes a flex time schedule, it is expected that the employee will continue with the schedule. If an employee wishes to change his/her schedule, the employee must discuss this change with his/her supervisor and the Commissioner at least two weeks before he/she makes any changes.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

Legislative Assembly Service Human Resource Policy 3.5
IPC Policy 3.01 Expected Hours of Work