



## HUMAN RESOURCE POLICY

### **3.0 HOURS OF WORK** **3.05 FLEX TIME**

#### **Purpose**

To allow term and 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 term and 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.
- In developing their flex time, employees must be at work during the core hours of 9:00 a.m. to 3:00 p.m., with the exception of their lunch break, which must be a minimum of one-half (1/2) hour.
- Employees shall not start work earlier than 6:30 a.m., and not work later than 6:00 p.m.
- Employees may be required to coordinate their hours of work with others so that client service is available continuously from 9:00 a.m. to 3:00 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 their schedule, the employee must discuss this change with their supervisor and the Commissioner at least two weeks before they make 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