

Alternate Work Arrangements

Compressed Work Week (CWW), Flexible Work Hours and Telework

Article 47 of the Ontario Public Service (OPS) collective agreement (CA) allows you as an Ontario French Language Services Commissioner (OFLSC) employee to enter into alternative work arrangements (AWAs), which can include compressed work weeks, flexible hours, telework, job sharing and telecommuting.

Compressed Work Week (CWW)

One type of AWA is the Compressed Work Week (CWW). A CWW is where the required number of hours in a work cycle are worked over a fewer number of days. For instance, in a CWW arrangement you can work the equivalent of 10 days in nine or the equivalent of 15 days in 14. In general, if you are considering a CWW, you should be guided by your own personal or family needs, and the operational requirements of your workplaces.

CWW agreements **typically** occur as two, three, or four-week cycles, for example;

- Under a three-week cycle, for example, by working an additional 31 minutes per day, members earn one day off for every 14 days worked. In one calendar year, this means 17 extra days off;
- Please note that the use of Vacation Credits or Compensation Option Credits are pro-rated, while STSP credits are available for use from a total bank allotment calculated, as with each day of absence considered as a single day and not prorated.

Telecommuting Arrangement

Another type of AWA is a Telework arrangement, which permits you to work from an alternate worksite (called a teleworkplace) for an agreed upon number of days or hours per week. The most typical teleworkplace is your home, but could include, for example, a different Employer office. If appropriate, the Employer will provide you with any required government equipment for your teleworkplace.

Remember that you must be available during the business hours agreed to by you and your manager, and management has the discretion to call you into the work place temporarily based on operational requirements. Consider this when making arrangements for the care of your dependants.

Helpful Tips

- The OPS CA contains model agreements for CWW, telework arrangements and flexible hours of work arrangements. You should familiarize yourself with these arrangements by perusing the CA.
- All Regular, part-time and fixed-term employees are eligible to request a CWW and alternative work arrangements more generally.
- All AWAs are for a maximum of 12 months (although they can be shortened) in order to allow the parties to revisit the success of the agreements at that time. They can be renewed as desired.
- Employees can participate in multiple types of AWAs at a time. For example, an employee can work a compressed work week and work a few days from home at the same time.
- Note that AWAs can be entered into between management and an individual employee, or a group of employees in the same unit or division.
- Only CWW and Telework arrangements need to be authorized for use and requires the sign-off of the Employer and AMAPCEO's President.

What If My Manager Will Not Approve My AWA Request

You have the option of approaching your manager informally to try and resolve the issue or you can ask AMAPCEO to file a Formal Dispute (Article 15.2.1) within 30 working days of the denial of your AWA request. Please contact a Workplace Representative to discuss the denial and possible next steps.

Questions?

Please direct any questions to an AMAPCEO OFLSC [Workplace Representative](#). A complete list of Workplace Representatives can be found on the AMAPCEO website at www.amapceo.on.ca