

# Alternate Work Arrangements

Article 44 of the Public Health Ontario (PHO) collective agreement allows you to enter into alternative work arrangements (AWAs), which can include compressed work weeks, flexible hours, 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 example, in a CWW arrangement you can work the equivalent of 15 days in 14 in a three week cycle

Under a three-week cycle, by working an additional 30 minutes per day, members earn one day off for every 14 days worked.

## Telecommuting Arrangement

Another type of AWA is a Telecommuting arrangement, which permits you to work from an alternate worksite for an agreed upon number of days or hours per week. The most typical location is either a different PHO office or your home.

## Flexible Hours

When considering your AWA request, your manager has to consider in good faith, both your request and the operational viability of the AWA being requested for the work site.

## Helpful Tips

- In addition to the collective agreement language in Article 44, PHO as an employer has various policies and guidelines around Flexible Work Arrangements, as well as forms with which to apply. These can be found on the employer SharePoint.
- Familiarize yourself with both the collective agreement language and the employer policies before making an AWA request. Where there is a conflict between the employer policy and the collective agreement, it is the collective agreement that takes precedence.

- When making the request, consider the operational viability of your request for your work unit, and tailor your request accordingly and anticipate and address any issues or objections you think your manager may have.
- AWAs can be entered into between a manager and an individual employee, or a group of employees in the same unit.

### 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. Explain how you believe that your AWA request is operationally viable. Try to find out the manager's objections and address them. Be persistent. You can also contact an AMAPCEO Workplace Representative for assistance in how to discuss this with your manager.

Ultimately if the answer is going to be "no", it is good idea to get this denial in writing with reasons, just in case you later decide to file a dispute on the denial.

If you believe that your manager's denial is not reasonable, you have the option of filing a stage one dispute (grievance) under Article 14.2 of the collective agreement within 30 working days of the denial of your AWA request.

You can also ask the union/management staff relations committee to discuss your denial (see Article 44.4).

### Questions?

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