

Alternate Work Arrangements

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

Article 47 of the AMAPCEO-Waypoint Collective Agreement allows you to enter into alternative work arrangements (AWAs), which can include compressed work weeks, flexible hours, and telecommuting.

Your Collective Agreement provides that an AWA may be entered into by mutual agreement between an employee and manager. When considering an AWA request from the employee, the manager must consider the request in good faith based on “the operational viability of the AWA for the worksite”. The Collective Agreement provides that a manager will not unreasonably withhold approval of an AWA request.

Compressed Work Week (CWW)

One AWA is the Compressed Work Week (CWW). In a CWW, the required number of hours in a given work cycle are worked over one fewer number of days than usual. For instance, in a CWW arrangement you could 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 workplace. CWW agreements can occur as two-, three-, or four-week cycles. Under a three-week cycle, for example, by working an additional 31 minutes per day, you earn one day off for every 14 days worked. In one calendar year, this means 17 extra days off. The use of Vacation credits or Compensation Option Credits are accordingly pro-rated, while Short Term Sick Plans (STSP) credits are available for use from a total bank allotment calculated as hours.

Telework Arrangement

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

Flexible Work Hours (FWH)

FWH is an AWA that allows you and your manager to agree to a set weekly work schedule where your hours may vary from one day to the next but you still work the required number of hours in a work cycle

Helpful Tips

- All members are eligible to request an AWA.
- AWAs can be entered into between management and an individual employee, or a group of employees.
- CWW and Telework arrangements require sign-off by AMAPCEO's President or delegate, while FWH agreements do not.

What if my Manager will not Approve my AWA

You have the option of approaching your manager informally to try to resolve the issue, or you can file a Stage One Dispute (Article 15.2.1) within 30 working days of the denial of your AWA request.

In talking to your manager, 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.

Please contact a Workplace Representative to discuss a denial and possible next steps.

Questions?

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