

## **MEMORANDUM**

**DATE:** May 25, 2022

**TO:** All Employees

**FROM:** Senior Leadership Team

**RE:** Flexible Work Arrangements Policy Approvals Process

---

As you may recall, TRCA shared our new Flexible Work Arrangements (FWA) Policy back on December 1, 2022 with all employees. The policy was developed in part in response to employees' feedback from the engagement surveys, to promote work life balance and continue to lessen our carbon footprint. At the time of sharing the policy, we wanted to provide employees with clear direction on where TRCA was moving with flexible work, even though the implementation would not occur until TRCA's phased return to office.

As we have just commenced Phase 2 of our return to office, we are pleased to share the FWA approvals process that will be facilitated through Ceridian Dayforce.

As a reminder, employees and supervisors interested in the various FWA opportunities, must review the policy for eligibility. Due to the nature of TRCA's work, along with service requirements, flexible work cannot be implemented for all TRCA positions for example operations staff, field staff, construction staff, and/or staff required to provide in-person customer service or be on site to perform/deliver their functional duties.

### **Request Process:**

1. Employees are to review the FWA Policy and FWA Agreement Form (available on the Staff Hub) to ensure they meet eligibility criteria.
2. Where employees believe they meet the eligibility requirements to participate in FWA, Remote Work and/or Flex Time are to review the request with their supervisor.
3. Supervisors are to review the FWA request and ensure that the employee meets the criteria outlined in the policy and that there are no operational or customer impacts to the request.
4. If the supervisor disagrees with the FWA arrangement and no alternative mutually agreeable FWA options exist, the FWA request shall be denied by the supervisor.
5. Where the employee's supervisor agrees to the FWA arrangement, the employee shall fully complete and sign the FWA Agreement.
6. The employee enters their FWA request into Ceridian Dayforce (instructions attached) and is required to attach a PDF copy of their signed FWA Agreement Form.

### **Review & Formal Approval/Denial Process:**

1. Upon the FWA request and FWA Agreement Form being submitted through Ceridian Dayforce, a workflow notification will be sent to the employees supervisor.
2. The supervisor shall review the request and FWA Agreement Form and confirm it all information meets the Policy criteria and that the Form is signed.
3. If the information contained in the request or FWA Agreement Form is not what was discussed, the supervisor shall reject the request. The rejection will go back to the

- employee where the employee can either amend and resubmit or withdraw their request.
4. Where the information is aligned with the discussion and the Form is signed, the supervisor shall approve the request.
  5. The approval workflow will go back to the employee at which point the agreement can commence.

SLT acknowledges that the work of our employees across all divisions is quite broad, and some positions perform work that cannot be done remotely. We trust that our FWA policy promotes work life balance across the organization and are committed to continuing to review options to enhance flexible work options for the organization.

We want to thank all employees who continue to provide feedback to TRCA's employee engagement survey, this program is one that is tied to your feedback in opportunities to continue to enhance work life balance, while providing exceptional customer service to all of our stakeholders.