

MEMORANDUM

DATE: October 6, 2022

TO: All Employees

FROM: Senior Leadership Team

RE: Flexible Work Arrangements Policy Updates

As a follow-up to our ongoing commitment to review TRCA's Flexible Work Arrangements (FWA) policy, we are pleased to share a few important updates to the policy. The policy updates have been made in part to align with our partner organizations, to foster employee retention and recruitment efforts, to respond to employees' feedback, to promote work life balance, and further focus team collaboration efforts.

Highlights of some of the policy changes, which take effect October 17, 2022, include:

- An employee may request up to 4 days per week to work remote – an increase from the current 50% of an employee's workdays per month to work remote.
- The focus of in office day(s) are to provide meaningful collaboration, development and mentorship opportunities for teams. Supervisors will work with teams accordingly to foster this opportunity amongst their teams that work remotely.
- A simplified FWA agreement form, to reflect the modification.
- If an employee with a flexible work arrangement transfers to a new position, a new FWA agreement must be completed and signed by the employee and the supervisor of the new position, providing flextime/remote work is still feasible.
- Due to the shifting landscape of flexible work, SLT will continue our commitment to review this policy at a minimum of every 6 months.

While we roll-out this policy change, we want to recognize that due to the nature of some 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. We want to continue to recognize these dedicated teams and will continue to assess other opportunities to enhance our flexible work options for these groups.

How to Request Additional FWA Days:

Employees who would like to increase their number of FWA days will need to follow the same process as the original roll-out of the policy. This includes:

- Seeking agreement from their immediate supervisor/manager to increase the days.
- 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.
- If the supervisor disagrees with the FWA arrangement change and no alternative mutually agreeable FWA options exist, the FWA request for additional day(s) shall be denied by the supervisor.
- Where the employee's supervisor agrees to the FWA arrangement, the employee shall

- fully complete and sign a new FWA Agreement.
- The employee shall then enter their FWA request into Ceridian Dayforce (instructions attached) attaching a PDF copy of their signed FWA Agreement Form for supervisor approval.

If you have any questions regarding this information, please do not hesitate to speak to your supervisor or your HR Business Partner.