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Alternative Work Arrangement Program Review guide

Alternative Work Arrangements Program Guide

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Purpose of this Program:

Catholic Social Services and Catholic Charities (the Agency) has implemented a set of comprehensive Alternative Work Arrangement (AWA) procedures that enables the flexibility of work location for non-residential Catholic Social Services employees by dividing their work hours between the office and home.

An AWA is not an employee benefit or entitlement and does not alter the terms and conditions of employment with the Agency. An AWA can be terminated or changed at any time at the discretion of the Agency and such termination will not constitute a change to a fundamental term or condition of employment and will not constitute a constructive dismissal of the affected employee.

Purpose of this follow-up guide

Supervisors to review the current Alternative Work Arrangement [AWA] made with their team members to assess the need for any changes. The list of factors to assess:

- Does the employee have a signed AWA agreement and has it been forwarded to HR?
- Is the employee able to deliver successfully in their role while working under the AWA?
- Is the current AWA schedule with the employee working for the team/department?
- Does this employee's AWA schedule match with the rest of the team members? If we allow any exceptional arrangement, the exceptions should be approved and documented on the AWA agreement.
- Are there other employees in the team who can be / will be offered AWA?

Eligibility Criteria

Eligibility Criteria	Supervisor	
	Yes	No
Nature of the Occupation		
The employee is a non-residential employee that works fulltime or part time with guaranteed hours of work.		
The tasks that the employee completes in their job role can be completed in part or in whole at a remote location.		
Employee AWA Eligibility		
<ul style="list-style-type: none"> • Must be a full time or part time employee with guaranteed hours of work • Employee is able to meet regular performance expectations and other expectations specific to the alternative work arrangement. • Nature of the employee's role ensures the expectations of the position can be achieved at the alternative work location. • Technology/ equipment needed is functional and available to be used remotely and the employee has both a secure and reliable internet connection. • Remote location meets health, safety and wellness requirements to perform the job duties safely. • The employee is current in their compliance with all Agency policies, procedures and mandatory training. • The final eligibility will be determined by the Vice President of the Service or appropriate C-Team member. • If an employee transfers to a new position, the arrangement is automatically terminated and a new Alternative Working Arrangement Agreement, if appropriate, must be agreed to by the new manager/supervisor and the employee with Service Vice President Approval. 		

Evaluation and Discontinuation of an Alternative Work Arrangement:

- The termination of the AWA may be initiated by either party with a minimum of seven (7) days written notice, unless unforeseen circumstances prevent the provision of such notice. Every effort will be made to provide notice of such change to an AWA, however, there may be instances when no notice is possible.
- All active AWAs will be reviewed annually as outlined by the Work from Home Agreement. Nothing precludes the Agency from reviewing the AWA with greater frequency if desired.
- The employee understands the Agency can terminate an AWA at any time for any reason it deems fit.

Questions to ask

- How are you feeling about working from home versus in the office?
- Do you think your productivity has increased, decreased, or stayed the same while working at home?

- Do you think your ability to collaborate with your team has increased, decreased, or stayed the same while working at home?
- If given the opportunity, would you prefer to continue with the AWA arrangement?
- How many days would you like to be in the office in the future, knowing that the Agency minimum is 2 days per week?