

Model Agreement with Respect to Flexible Hours of Work Arrangements

Memorandum of Agreement

Between

**The Ministry of [insert ministry]
“the Employer”**

And

**The Ontario Public Service Employees Union (OPSEU)
“the Union”**

And

**[insert employee name]
“the employee”**

This Flexible Hours of Work (FHW) agreement is made in accordance with Article 16 (Local and Ministry Negotiations) and Appendix 42 (Flexible Hours of Work Arrangements) of the Central Collective Agreement between OPSEU and the Crown in Right of Ontario, represented by Management Board of Cabinet.

Unless otherwise specified in this agreement, all articles of the Central and [insert Unified or Correctional] Bargaining Unit Collective Agreements apply to employees covered by this agreement.

1. Employee(s) and Work Unit Covered

[Insert the following information: Employee(s), Job Title, Work Unit/Branch, Division, Region, Street Address, Manager.]

Sample language:

This FHW agreement applies to:

Jane Doe, Administrative Assistant
Customer Service Branch
Direct Services Division
Eastern Region
Ministry of Government Services
2 Second Street, Unit 2000, Kingston, Ontario, LLL 123
Manager: Michael Manager

2. Hours of Work

Under an FHW agreement, employees work the minimum number of hours required for their schedule (minimum of 7.25 hours for Schedule 3 & 3.7, minimum of 8 hours each day for schedule 4 & 4.7 or a minimum of 36.25 hours per week for schedule 6) but the scheduled start and/or stop times for employees are outside of a designated core period.

Sample language:

The parties agree that the employee will adhere to the following weekly work schedule:

Work Day	Monday	Tuesday	Wednesday	Thursday	Friday	Lunch Period
Hours of work	Insert work hours	Insert work hours	Insert work hours	Insert work hours	Insert work hours	Insert lunch period

- 2.1 The employee agrees to exercise flexibility when operational needs arise. With reasonable notice, the hours of work will be adjusted when required to attend meetings and to otherwise meet operational needs.
- 2.2 Article [insert UN5.2 or COR5.2] of the [insert Unified or Correctional] Bargaining Unit Collective Agreement shall not apply to employees working this schedule.

3. Training Assignments

When an employee covered by this FHW agreement attends a training program, the Employer may change the employee’s scheduled hours of work as set out in this agreement.

4. Term

The employee and their manager shall agree upon the duration of the agreement in keeping with the principles set out in the first two pages of this document.

Either the employee or their manager may propose amendments to the agreement which must be mutually agreed upon by the parties. If agreed upon, such amendments must be signed off by the employee and their manager.

In addition, a minimum one (1) month termination notice clause is to be included in accordance with paragraph 5 of Appendix 42 of the OPSEU Central Collective Agreement.

Sample language:

Collective Agreement 2015 to 2017 between OPSEU and MBC

- 4.1 This Agreement shall be for [insert number of months] months and will be effective from [insert start date] to [insert end date].
- 4.2 The parties agree to conduct a review of the agreement on an annual basis.
- 4.3 Either party may, on written notice of one (1) month to the other party, terminate this agreement.

Dated this day of [insert date]

Employee

Manager

OPSEU

Ministry Official

(If required by the Ministry's delegation of authority)