



***NATIONAL UNION OF PUBLIC  
AND GENERAL EMPLOYEES***

B. C. Government and Service Employees' Union  
Health Sciences Association of British Columbia  
Health Sciences Association of Alberta  
Saskatchewan Government and General Employees' Union  
Manitoba Government and General Employees' Union  
Ontario Public Service Employees Union  
Canadian Union of Brewery and General Workers  
New Brunswick Union of Public and Private Employees  
Nova Scotia Government and General Employees Union  
PEI Union of Public Sector Employees  
Newfoundland & Labrador Association  
of Public and Private Employees

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# Collective Bargaining Series

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## #4 Flexible Work Hours



## BARGAINING FLEXIBLE WORK HOURS

Since you asked,  
This is why bargaining for  
flexible work hours is  
important.

UNIONS HAVE BARGAINED for a range of alternative work schedules. We've developed many creative strategies to give workers greater control over their lives. Providing flexible working hours is one way of helping workers to balance their work and personal responsibilities. While it's true that flexible work hours does not usually affect the total number of hours worked, such an arrangement usually gives more control and options to a worker than a typical scheduling arrangement. This allows working parents to adjust their schedules to spend more time on personal and family commitments.

Flexible working hours is an arrangement that allows workers the option of changing their working hours within specific guidelines. It essentially allows workers, on an individual or collective basis, to determine the start and finish times of their working day.

The first example of contract language listed below relates to flexible working hours for a group of employees. While this may not give individual employees much choice in their hours of work, it still provides some flexibility to a group of employees that must all be in the workplace for a core period of the day. The second example listed below offers individual employees much more leeway in determining their work schedules according to their own personal preferences.

## PUT IT ON THE TABLE

Increasing your flexibility. Effective contract language makes the difference.

Collective Agreement between the Government of Manitoba and the Manitoba Government and General Employees' Union (MGEU / NUPGE):

*(1) A division or branch within a Department may, subject to the approval of the employing authority, determine the most suitable arrangements of hours of work for 'office' employees in accordance with the following guidelines:*

*(a) The office shall normally remain open during the hours 8:30 A.M. to 4:30 P.M. with an extension to 5:00 P.M. where it is deemed necessary to provide service to the public.*

*(b) Variations in employees' hours of work may occur as a result of staggered starting or finishing times or an alteration in the time allowed for lunch.*

*(c) The earliest starting time is 7:30 A.M., the latest finishing time is 6:00 P.M. and the minimum allowable lunch period is 45 minutes.*

*(d) Varied starting or finishing times must comprise a minimum of 30 minutes prior to or after established office hours.*

*(e) Service to the public must not be downgraded by the change in hours.*

*(f) Employees must work 7-1/4 hours per day and 36-1/4 hours per week exclusive of lunch periods.*

*(g) All employees must be present at work during a core period of 10:00 A.M. to 3:00 P.M., less lunch periods.*

*(h) The normal work week continues to be Monday to Friday inclusive.*

Collective Agreement between the Government of New Brunswick and the New Brunswick Union of Public and Private Employees (Para Medical Group) (NBUPPE / NUPGE) 1996 – 2000:

*A flexible work schedule may be established by mutual agreement between the Employee and the Hospital without committing either party to a permanent change or any additional cost to the Hospital.*

## THE NATIONAL WAY

Helping you set the table. Helping you get a better deal at work.

• Describing why it's necessary.

Your National Union researches, analyzes and challenges the reasons for bargaining this issue. We look at possible alternative approaches which might be preferable or more beneficial to our members. The National Union and its Working Groups are in touch with our members' needs, explore various options for addressing these needs, and track national and provincial developments in this area.

• Communicating your rights province-by-province.

Connecting with its members about their rights at work is a big part of what your National Union does. Publications. Leaflets. Posters. Buttons. Videos. We produce a stream of these materials. What you need to know about your rights. When you need to know it. We're always ready to help.

• Providing union education and training.

Working with our component education officers, the National Union develops and delivers union education and training courses designed to deepen our members' understanding of issues like this one. These courses provide advice and support to frontline workers who must deal with issues like this on a day-to-day basis in their workplace.

• Campaigning: from silence to voice.

Your National Union is a campaigning union. We coordinate national campaigns on vital workplace issues like this one. We work with other national and provincial organizations active in this field to identify and distribute resource material to workplaces. We work hard to make sure your voice is heard by the larger policy community.

• Negotiating a strong deal.

Everything your National Union does is characterized by its commitment to the development and furthering of our main organizational goal of ensuring that strong collective agreements are negotiated and enforced on your behalf. We help our components develop the best negotiating resource materials, contract language, and strategies to defend our members and the services they provide.

## GET OTHER IMPORTANT INFORMATION

More information is just one click or call away. Check it out.

Many of the National Union's components offer education courses that assist workers in discussing and developing strategies to deal with the challenges of balancing their many roles as worker, union activist, and parent. We have a [Catalogue of Union Education Courses](#) available describing these and other courses.

In addition, the **National Union's Advisory Committee on Women's Issues** has produced a ground-breaking booklet called, **Keep Your Crumbs. We Want The Whole Loaf.** It deals with a variety of women's struggles in their unique work and family experiences. The material also speaks of our Union's victories in the areas of collective bargaining, organizing, and broader public policy issues.

To obtain copies of this material, the MGEU/NUPGE or NBUPPE/NUPGE Collective Agreements, or if you need further information please contact the National Union at:

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