

APPENDIX "Y" - LETTER OF UNDERSTANDING – PILOT HYBRID WORKING ARRANGEMENT (HWA)

The Parties agree that within six (6) weeks of ratification of the renewal Collective Agreement, subject to the terms below, they shall begin a pilot project. The Regional Director shall determine which area office(s) and which Employee(s) are covered by this Letter of Understanding and the HWA shall adhere to the parameters outlined below.

In the event there is a conflict between this Letter of Understanding and the Collective Agreement, this Letter of Understanding shall prevail.

This Letter of Understanding will expire the earlier of mutual agreement to cease the pilot project or December 31, 2025 unless the Parties agree to extend the pilot project. Before conclusion of the pilot project, the Parties will meet to evaluate and make recommendations.

Parameters for the HWA:

1. Upon request by the Employee, the Director may approve a Hybrid Working Arrangement schedule which provides that an Employee shall spend no less than 50% of their work time at the office and the remainder of their time shall be worked at their home in any given two (2) week schedule as follows:
 - (a) The Employees work at the office a minimum of three (3) days one week and a minimum of two (2) days the subsequent week within the same pay period. On the alternate days, the Employee shall work from their home.
 - (b) The minimum scheduled days in the office shall be fixed. One week shall comprise of Monday, Wednesday, and Friday and the next will be Tuesday and Thursday.
 - (c) On the week that the Employee does not work on Friday Afternoon due to their compressed schedule, their HWA schedule shall be Tuesday and Thursday in the office that week.
 - (d) The purpose of maintaining a fixed day schedule is to ensure that other CUPE staff and visitors are aware of the days the Employees will be in the office.
 - (e) The Director may consider alternative fixed days.
 - (f) The Director may request that the number of scheduled days in the office be increased to allow for operational demands.
 - (g) If the Director determines that an increase of scheduled days in the office is needed, the Employee will be advised no later than 12:00pm the day before they are required to be in the office.
 - (h) If the number of scheduled days in the office increases in any particular week, the minimum number of scheduled days in the other week will not decrease (i.e., no trading of days in the office).

2. The Director will decide which staff are not able to participate in the HWA due to the nature of their work.
3. The following Employees shall not be allowed to participate in the HWA:
 - (a) Employees on probation (the Director may waive if the Employee already was barred as a temp as per (d) below).
 - (b) Employees on a trial period.
 - (c) Employees who are involved in a performance management plan.
 - (d) Temporary Employees with less than six (6) months of service.
4. Employees may voluntarily opt out of the HWA and work full-time in the office.
5. If an Employee chooses to participate in the HWA and then further chooses to only work from the office, they may opt out of the HWA but they are not allowed to opt back in during the term of this pilot project.
6. CUPE will not be required to purchase or provide remuneration for any additional office equipment or space required for a home office.
7. Employees will be responsible for ensuring that their internet access at home is appropriate to deal with the work required. CUPE shall not be responsible for the cost of the home internet.
8. Employees will ensure that the workstation at home is safe.
9. CUPE reserves the right, prior to approval of a HWA request by any Employee to ensure that their home office meets the standards required under health and safety protocols.
10. For those staff who work a HWA, they shall receive a proportional decrease in their transportation allowance as provided for in Article 11.08.

Signed on this day the 13th of December 2023 in Ottawa, Ontario



For the Union



Alison Denis (Dec 13, 2023 14:47 EST)

For the Employer