



ST. FRANCIS XAVIER
UNIVERSITY

MEET FLEX@X!

INTRODUCTION TO FLEX@X AND THE FLEXIBLE WORK POLICY



Reimagining and Redefining Work

The last few years have taught us that it is possible for us to operate beyond the traditional model of work while still meeting the expectations of our community.

In 2025, StFX will embrace new ways of working through Flex@X and our new Flexible Work Policy (the Policy). The Policy is a framework for managers to frame our approach to flexible work.

Flex@X is **not one-size-fits-all model**. It will be a set of principles that guide our leadership in adapting the ways that we work together. The focus will be on developing a stronger, more robust and more flexible approach to serving our community.

Flex@X materials were adapted from various sources but primarily draw on resources from Ontario Tech University, McGill University, Toronto Metropolitan University, University of Toronto and University of Victoria. This Flex@X Guide is primarily adapted from the Future of Work Guide at TMU.





What is Flex@X?

Flex@X allows our employees to access two categories of flexible work options:

1. Hybrid or Remote Work
2. Flex Time Arrangements

Under these models, we will have employees with a wide variety of flexible work arrangements.

Managing these effectively is going to be key over the next few years.



Microsoft





A Phased, Gradual Approach

Implementing Flex@X won't happen with the flip of a switch.

This transition will be phased and gradual. Departments will be able to set their own pace over the next year.

Some departments will be early adopters, and others will need time to determine how it impacts their operations.

Existing remote work agreements must be renewed under Flex@X by March 31, 2025.



[CC BY 3.0 US](#) Mapbox Uncharted ERG





Guiding Principles for Flex@X

Guiding principles provide an overarching framework to ensure we are all moving in the same direction. These principles guide our decisions on Flex@X arrangements.

Operational and Service Needs

Dependent on the needs of the department and **must not compromise operational effectiveness or service delivery.**

Productivity and Effectiveness

Dependent on the nature of the work and the ability for the work to be performed productively and effectively.

On-Campus Presence

Key to a vibrant campus community, **on-campus presence is a requirement for most roles.**

Transparency

Decisions must be **made in a transparent manner.**

Employee Preference

Employee preferences are considered when developing and approving any Flex@X arrangement.

Regular Review

Arrangements are **reviewed regularly** to ensure effectiveness.





Hybrid and Remote Work Arrangements

There are two “work-from-home” options under Flex@X:

- **Hybrid Work Arrangements:** an employee works up to 60% of their time from home.
- **Remote Work Arrangements:** an employee works 61% - 100% of their time from home.

Remote Work Arrangements will be rare and require additional approvals.

Example Hybrid Work Arrangement

Day	Schedule
Monday	Remote
Tuesday	On Campus
Wednesday	On Campus
Thursday	Remote
Friday	On Campus





Flex Time (Earned Time Off) Arrangements

Earned Time Off is where an employee works longer days in exchange for time off later using a pre-defined schedule within a three week period.

An employee working 35 hours per week from 8:30 AM – 4:30 PM on an Earned Time Off plan might work an extra 30 minutes each day.

Example Flex Time (Earned Time Off) Arrangement

Day	Start Time	Lunch Break	End Time
Monday	8:30 AM	12 – 1 PM	6:00 PM
Tuesday	8:30 AM	12 – 1 PM	6:00 PM
Wednesday	8:30 AM	12 – 1 PM	4:30 PM
Thursday	8:00 AM	12 – 1 PM	4:30 PM
Friday (Weeks 1 and 2, Week 3 they are off)	8:30 AM	12 – 1 PM	4:30 PM





Flex Time (Modified Schedule) Arrangements

Earned Time Off is where an employee is where an employee works the same number of hours each week, but actual work hours vary. There are two variations: *varied start/end times* and *compressed work week*.

Varied Start/End Times

Managers will be able to agree to either set or flexible start/end times.

Flexible start/end times allow employees to vary their start/end times based on their needs while respecting specified core hours where they need to be at work.

Compressed Work Week

This allows employees to work their normal number of hours over a shortened work week. Generally, this will be working four days instead of five.





Flex Time (Modified Schedule) Arrangements

Example 35-hour Flex Time (Modified Schedule) with Varied Start/End Times

Day	Start Time	Lunch Break	End Time
Monday	8:30 AM	12 – 1 PM	4:30 PM
Tuesday	10:30 AM	1 – 2 PM	6:30 PM
Wednesday	11:30 AM	2 – 3 PM	7:30 PM
Thursday	8:30 AM	12 – 1 PM	4:30 PM
Friday	8:30 AM	12 – 1 PM	4:30 PM





Flex Time (Modified Schedule) Arrangements

Example Flex Time (Modified Schedule) with Compressed Work Week

35 hours

Day	Start Time	End Time
Monday	8:00 AM	5:45 PM
Tuesday	8:00 AM	5:45 PM
Wednesday	8:00 AM	5:45 PM
Thursday	8:00 AM	5:45 PM

37.5 hours

Day	Start Time	End Time
Monday	8:00 AM	6:30 PM
Tuesday	8:00 AM	6:30 PM
Wednesday	8:00 AM	6:30 PM
Thursday	8:00 AM	6:00 PM

40 hours

Day	Start Time	End Time
Monday	8:00 AM	7:00 PM
Tuesday	8:00 AM	7:00 PM
Wednesday	8:00 AM	7:00 PM
Thursday	8:00 AM	7:00 PM





Application Process

The Flex@X application will be available in February 2025. Employees will be encouraged to discuss their interest in Flex@X prior to submitting the form. Open communication with employees throughout the process is critical.

Process:

1. The employee fills out the Flex@X Application.
2. The manager/supervisor and department head receive the form and evaluate the request against the Flex@X criteria. The decision is recorded on the form and sent to People and Culture.
3. If the request is approved, People and Culture will notify the manager/supervisor and employee.





Assessing Employee Flexibility Options

When assessing the level of potential flexibility, the decision will be driven by operational needs, the work and individual preferences **in that order**.

Operational
Needs

What
Employees
Do

Individual
Preference





Decision Criteria

Managers/supervisors and department heads will need to evaluate each application for a Flex@X arrangement on its own merits. The criteria for evaluating an application are included in the Flexible Work Policy:

1. Operational and service needs and safety requirements can be effectively and efficiently maintained (student service needs will be prioritized in assessing and approving regular Arrangements).
2. Job requirements can be productively and effectively performed remotely to the needed quality standards.
3. If Hybrid or Remote, the work does not require close supervision and the duties can be performed with a degree of independence from the Employee's supervisor/manager and co-workers.





Decision Criteria (continued)

4. The Arrangement will not have a negative impact on the work of other Employees or on the delivery of services and supports to students and community members.
5. If Hybrid or Remote, the Employee has a suitable remote workspace (e.g. privacy, free from distractions, ergonomic workstation set-up) and reliable internet access to allow for needed connectivity.
6. The Employee does not have any performance concerns or unresolved workplace issues that would inhibit the success of a Flexible Work Arrangement.





Flex@X Support

The steps provided in this guide and associated resources will help you formalize your plans for Flex@X.

Your primary point of contact will be your Supervisor. You can also contact People and Culture at hr@stfx.ca.

The volume of work anticipated as part of the implementation of Flex@X will be high. We will do our best to assist in a timely manner but it may take time.

