



FLEXTIME WORKS INITITVE

Designation Committee Terms of Reference and Process



Mandate and Responsibilities

The mandate of the FlexTime Works Initiative's (FWI) Designation Committee (Committee) is to award the FlexTime Champion designation to workplaces by reviewing and assessing the applications and self-assessment surveys submitted by applicant workplaces.

Committee Support

The FWI program is hosted by the Parents' Place Yarmouth Family Resource Centre and managed through the FWI team. The team supports the work of the Designation Committee.

Composition, Number and Expertise

The Committee comprises five members, including representation from the Parents' Place Yarmouth Family Resource Centre, a local employee, and a local community-at-large member. At least two of the members will represent the business community.

The combined expertise and knowledge of the Committee will represent a strong understanding of the social and economic value of work-life balance initiatives on businesses, non-profits, individuals, and the community. Members must reside in the Tri-County area or have lived there in the past and are volunteers.

Inaugural Committee, Renewal, and Term

The FWI team will appoint the first Committee. After the appointment of the inaugural Committee, the members will make recommendations for future membership. These are volunteer roles, and members can serve on the Committee for up to four years.

Selection of Chair and Responsibilities

The Committee members shall select a Chair to manage its meetings from amongst its members. The Chair is responsible for leading discussions and communications to applicants about the outcome of their application for FlexTime Champion designation.

Spokespersons

The Chair is the Committee's spokesperson. He/she may assign their responsibilities to another member or the FWI team. The FWI program's spokesperson is the Parents' Place Executive Director, who may also designate that role.

Decision Making

All Committee members review each application, and the FlexTime Champion designation will be awarded by consensus.

Frequency, Type of Meetings and Participation

The Committee will meet as required to review applications for FlexTime Champion designation. It may meet to review only one application.

All members contribute to the assessment of each workplace application, and the Chair may accept an absent member's views and recommendations by email. The Committee may meet in person, by phone, or virtually.

Committee Conflict of Interest and Confidentiality

Committee members will be required to sign a confidentiality agreement and declare conflicts of interest related to any applicant workplace. Should a member declare a conflict of interest related to an applicant's workplace, they will not take part in the review of that applicant's information. Another Committee member will be recruited and assigned to the review of that application.

The member conflict of interest and confidentiality undertaking is provided at the end of this document.

Parents' Place Yarmouth Family Resource Centre Leadership

Parents' Place Yarmouth Family Resource Centre will lead the coordination of the program. Its FWI team is responsible for the following:

- Program promotion and outreach to local area workplaces
- Managing communications with applicants before and during their application for FlexTime Champion designation
- Managing the application process as outlined below and supporting the work of the Committee
- Setting Committee meeting times and extending invitations to returning or new Committee members
- Ensuring that Committee members review the conflict of interest and confidentiality agreement in advance of receiving applications. Should there be a conflict of interest, the Committee member will replace the member during the application review.
- Attend Committee meetings, taking minutes and maintaining a record of decisions
- Create and provide successful workplaces with their designation certificate and provide digital images for the workplace's self-promotion of their accomplishment
- Along with the Committee Chair, act as the program's spokesperson

FWI Process

Ongoing

- The program will be promoted throughout the Tri-County area by Parents' Place and its partners, including the Yarmouth and Area Chamber of Commerce and Yarmouth Works.
- Parents' Place and the FWI team may set application deadlines or accept applications on an ongoing basis. The FWI team will review applications for completeness. If information is missing, they will reach out to applicants for clarification or additional information.
- The FWI team will advise each applicant of the process and when they can expect a decision.

Meeting Preparation

- The FWI team will identify a meeting date and invite the Committee members.
- The FWI team will provide the applicant company names to the Committee members three weeks before the meeting date (applications will not be distributed during this time).
- Committee members will be asked to declare any conflicts of interest and acknowledge having read the conflict of interest and confidentiality undertaking. Should an invited member declare a conflict, they will decline to take part in the review of that workplace's application. In that case, the Committee will identify another person to serve as a reviewer of that application.
- Committee members will then receive applications and the self-assessment survey responses via email for the initial review. Within seven days of receiving the applications, members suggest where further information or verification would be valuable and communicate that to the FWI team. In the absence of this advice, the FWI team will identify one or two items for verification.
- One or two Committee members will interview the applicant's employee reference or request the FWI undertake that activity and report to the Committee.

Meeting

- The Committee will meet to review areas of verification and the outcomes of the reference interviews.
- The Committee will vote to award FlexTime Champion designation or to provide feedback to the applicant for success in a future application.
- The Committee and the FWI team will determine a date for announcement and plans for any recognition.

Follow Up

- The Chair, directly or through the FWI team, will advise the applicants of the Committee's decision and the date of public recognition. Applicants should be contacted within the week following the Committee meeting.
- Applicants are asked not to share the decision until after the Committee publicly announces its decisions.
- The FWI team will provide successful applicants with the designation certificate and offer digital images to the workplace's self-promotion of their accomplishment

Conflict of Interest and Confidentiality Policy

The Designation Committee members and Parents' Place staff are required to protect and hold confidential all non-public information obtained through their participation in the designation process, whether that information is learned through their review of the applications or during the Committee meetings.

The Committee aims to ensure that its members are aware of their obligations to disclose any conflicts of interest that they may have and to comply with this policy to ensure they effectively manage those conflicts of interest as Committee members.

A conflict of interest may occur if the applicant workplace is owned or managed by the member's family, extended family, friend, or if the applicant workplace has another form of an ongoing relationship with a Committee member that could be viewed as impeding the Committee member's judgement.

Committee members are asked to disclose their relationship with businesses that apply for designation through the FWI.

Committee Member Undertaking

I _____ being invited as a member of the Designation Committee for the FlexTime Yarmouth Initiative, have read the Committee's confidentiality policy and agree to comply with its terms, conditions and obligations.

I further declare that I do not have any business, familial, or another type of relationship with any of the applicant workplaces that might influence my own or other Committee members' evaluation of applications. Should I have a conflict of interest, I will recuse myself from the review of that application.

X _____

SIGNATURE

X _____

DATE

X _____

WITNESS SIGNATURE