



Policy: Compressed Work Schedule
Eligibility: Full time staff or administrative employees with a minimum of six months service and a fully satisfactory performance and attendance record.

[Compressed Work Schedule Request Form](#)

Overview:

The University believes that an alternative compressed work schedule (CWS) can provide greater flexibility to both employees and University departments and actively supports this program. By reducing driving and transportation requirements it also helps lessen our carbon footprint on the environment.

A CWS differs from a flexible work schedule in that an employee with a CWS will have a regular 4-day schedule, with standard start and ending times each day totaling 37.5 (40 where applicable) hours each week. Simply put, the CWS establishes a new regular work schedule for the employee. The University still maintains current business hours: Monday through Friday, from 8:30 am to 5:00 pm, and expects that business will continue to be conducted 5 days a week maintaining current levels of service.

The CWS program is administered on a department-by-department basis and due to the nature of the business requirements, some departments may not be able to participate. The final decision for department participation rests with the Manager and the Vice President for each area. Eligible employees are defined as those who have been with the university for a minimum of 6 months in a full time staff or administrative position, have fully satisfactory performance and attendance, and are able to identify appropriate coverage for the day they are not on campus.

Examples of a CWS might be:

- 1) Option 1: 3-10 hour days and 1-7.5 hour day
- 2) Option 2: 3-9.5 hour days and 1-9 hour day
- 3) Option 3: 4-10 hour days for those on a 40-hour workweek.

How to Request Consideration for a CWS:

Employees who wish to exercise the option for a CWS must complete a request form, identify specifically how their duties will be performed on the “off day” and who will perform those duties. Ideally, this will be an individual within the same department or division (same VP).

In the event a staff or administrative employee in a single-staffed department wishes to work a CWS, they would need to find an individual in a different department within close proximity who can perform or be trained to perform all functions of their job. The schedule of these two individuals must be coordinated to ensure coverage. Managers of each employee need to be in agreement with the arrangement recommended by the requesting employee. In the event suitable coverage cannot be arranged, the CWS would not be approved.

Each CWS arrangement requires the approval of the manager, divisional VP and Human Resources before it can be implemented.



The Schedule:

The intent of a CWS is to allow an individual to work an *alternate normal schedule*. *This means the schedule is the same every week*. Once a CWS is approved, employees cannot change their new standard schedule at their discretion. Also, a CWS does not provide for telecommuting from home on any scheduled day.

A CWS may start as early as 7:00 am and should not be scheduled for longer than a 10-hour workday in order to maintain productivity levels.

If participating in this program, no less than 30 minutes should be taken for lunch. In other words, you cannot shorten the day by eliminating a lunch period.

Employees on a CWS will be required to change their voice mail indicating if they are in the office or if they are out, and the name and phone number of the individual who can assist callers.

A CWS cannot be implemented until the replacement is fully trained.

Because of the CWS, a new timesheet has been developed by Payroll. This timesheet will replace the timesheet currently in use, regardless of whether you are on the normal university schedule or CWS.

Administrators are exempt and often work in excess of a normal workweek. Administrators on an approved CWS will be expected to check emails and messages throughout the “off day” and to be available if needed. Operational needs may necessitate working 5 days.

Considerations:

In cases where a manager has several people performing similar jobs and has more requests for a CWS than the department can reasonably accommodate, a fair and impartial method should be used in determining which employees will be approved for a CWS. Consultation with HR is encouraged before making the final decision. Length of service, performance and attendance could be factors utilized in decision-making.

Scheduled days off within a department must be distributed so that the efficiency and service of the department is not impacted.

Employees with a CWS who transfer to another area are not automatically approved to carry the CWS with them. The new department will determine if continuation of the CWS is feasible; if not, the employee will return to the normal university schedule of 8:30 am to 5 pm.

An employee covered under the ADA (Americans with Disabilities Act) or any other applicable laws, and who require a work schedule accommodation will be given priority over an employee requesting a CWS.



The university retains the right to eliminate the CWS program at any time. The manager or university retains the right to discontinue any individual's CWS and return the employee to normal hours if the work schedule no longer meets the operational needs of the university, or if the employee's performance or attendance does not meet expectations.

Staff Employees:

Accruals:

The rate at which accrue paid time off is currently accruing will be applied to all time worked, so there is no diminishment of paid time off accruals.

Holidays:

If a University observed holiday occurs on a day that is within a CWS schedule, the employee on the CWS will be credited with 7.5 hrs (or 8) of holiday time. Because CWS work days are generally longer than 7.5 (or 8) hours, the additional hours beyond 7.5 (8) that are not worked on that day and not covered by holiday hours could be made up on another day **within that same week**. To maintain a normal work week hours of 37.5 (or 40) the employee will be paid for those hours by using available vacation or personal hours if the employee is unable to make up the time.

If a University observed holiday occurs on a day that is not part of a CWS schedule, the employee may request an alternate day off (one of their regularly scheduled CWS days) during that holiday week. Since the University observed holiday provides for 7.5 (or 8) hours of holiday time and CWS work days are generally longer than 7.5 (or 8) hours, the additional hours beyond 7.5 (8) that are not worked and not covered by holiday hours can be made up on another day **within that same week**. To maintain a normal work week hours of 37.5 (or 40) the employee will be paid for those hours by using available vacation or personal hours if the employee is unable to make up the time.

Other time off:

Adjustments to a CWS schedule may be required during any week in which the employee takes time off from the CWS. Hours not worked during the CWS would be deducted from 37.5 (40 where applicable), and therefore, not paid. However the employee can make up the hours missed over the remainder of the CWS schedule for that week, with manager approval. To maintain a normal work week hours of 37.5 (or 40) the employee will be paid for those hours by using available vacation or personal hours if the employee is unable to make up the time.

Holiday, vacation, personal or other paid time off is not considered as time worked when computing overtime. If the employee's hours are short of the standard 37.5 (40) hours, available vacation or personal hours will be used to maintain a normal work week hours of 37.5 (or 40).