



Policy: Compressed Work Schedule	Policy Number: I-1.13
Policy Owner(s): Human Resources	Original Date: 5/6/2009
Last Revised Date: 3/15/2018	Approved Date:

POLICY: John Carroll University offers an alternative compressed work schedule (CWS) based on an employee's request and/or departmental needs.

PURPOSE: To provide greater flexibility to employees and departments while maintaining peak service and efficiencies within the University.

I. **SCOPE:** All John Carroll University full-time staff employees.

II. **DEFINITIONS:**

Compressed Work Schedule (CWS): A regular 4-day schedule, with standard start and ending times each day, totaling 37.5 hours each week (or 40 hours where applicable).

III. **GUIDELINES:**

- A. Eligible employees are defined as those who have been with the University for a minimum of six (6) months in a full time staff position, and have satisfactory performance and attendance. Examples of a CWS might be:
 - 1. Three 10-hour days and one 7.5-hour day;
 - 2. Three 9.5-hour days and one 9-hour day; or
 - 3. Four 10-hour days for those on a 40-hour workweek.
- B. Each CWS request is considered on an individual basis and due to the nature of the business requirements, some departments and specific positions may not be able to participate.
- C. Employees who wish to exercise the option for a CWS must complete a request form.
- D. Each CWS arrangement request requires the approval of the employee's direct supervisor, Divisional Vice President and Human Resources before it can be implemented.

- E. 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.
- F. A CWS shall not be scheduled for longer than a 10-hour workday in order to maintain productivity levels.
- G. If participating in this Policy, no less than 30 minutes should be taken for lunch. In other words, you cannot shorten the day by eliminating a lunch period.
- H. Exempt-level employees often work in excess of a normal workweek. Any exempt employee 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.
- I. In cases where a supervisor 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 Human Resources is encouraged before making the final decision. Length of service, performance and attendance could be factors utilized in decision-making.
- J. Scheduled days off within a department must be distributed so that the efficiency and service of the department is not impacted.
- K. 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 or a schedule determined by the new department.
- L. 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.
- M. The employee’s direct supervisor or the 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 department, or if the employee’s performance or attendance does not meet expectations.
- N. The University retains the right to eliminate or modify the CWS Policy at any time.
- O. Accruals: The rate at which paid time off is currently accruing will be applied to all time worked, so there is no diminishment or increase of paid time off accruals while on a CWS.

- P. 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 hours (or 8) of holiday time.
1. Because CWS work days are generally longer than 7.5 (or 8) hours, the additional hours beyond 7.5 (or 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 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.
 2. 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 (or 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.
- Q. 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 will be deducted from 37.5 (or 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 supervisor approval. To maintain 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.
- R. 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 (or 40) hours, available vacation or personal hours will be used to maintain a normal work week hours of 37.5 (or 40).

IV. CROSS REFERENCE:

[Compressed Work Schedule Request Form](#)

Compensation

Hours Worked and Overtime

Flexible Work Arrangements

Staff Vacation Leave

Sick Leave

Personal Time

General Leaves