

COMMON QUESTIONS & ANSWERS

What is Compressed Work Week?

Compressed Work Week (CWW) is modified working arrangement whereby the employee work extra time for a number of days and then receives a day off without losing pay or an annual leave day.

What is CWW schedule (cycle)?

It is a two (2) week cycle in which the participating employee takes the 10th day off as a Compressed Day for working an additional 30 minutes (minimum amount) per day for nine (9) days.

What is a Compressed Day?

A Compressed Day is a day off with pay resulting from working additional hours within a two (2) week cycle?

Who is eligible to avail of CWW?

Due to operational requirement and the nature of some jobs, not all positions at the Commission are eligible for CWW. Employees should check with their supervisor to see if their position is eligible for CWW. Call-in summer relief employees are not eligible.

If I already have flextime, can I also avail of CWW?

Yes, CWW schedules can be combined with pre-approved flextime arrangements, subject to operational requirements.

Who will perform my work on my Compressed Day off?

CWW operates on a "buddy" system. These "buddies" or back-up employees are not expected to perform all the duties of the CWW employee. The role of the "buddy" is to cover emergency calls and requests when one on the his/her "buddies" is on their Compressed Day. The CWW employee is responsible for ensuring that all foreseeable office duties have been covered and not the responsibility of the "buddy". Each employee is also responsible for organizing their workload and scheduling appointments to ensure that his/her "buddy" is not overburdened.

How do I apply for CWW?

In order to avail of a CWW arrangement, the employee must complete a Request for Compressed Work Week Arrangement form and submit the form to his/her immediate supervisor for consideration.

Can my request for CWW be denied?

Yes. Even if you are in a position which has been determined as eligible for a CWW arrangement, final approval is still subject to the operational requirements of your

Division/Department and the willingness and availability of coworkers to provide back-up on Compressed Days.

What happens if I am sick or on approved leave on one of my CWW days of work?

If an employee is on leave for *three (3) consecutive days or less*, any compressed time missed must be worked before taking the tenth day off as a Compressed Day. This applies to annual leave, sick leave, family responsibility leave, statutory holidays, etc.. The make up time will be determined in consultation with the employee's supervisor. If, however, an employee is on leave for *four (4) consecutive days or more*, he/she must opt out of the compressed schedule for the remainder of that cycle. Any earned time will be considered as Leave in Lieu.

Can I be required to work on my Compressed Day?

Yes. If necessary, a supervisor has the right to postpone an employee's Compressed Day due to operational requirements. Every attempt must be made to provide the employee with as much notice as possible, however there will be situations when notice can't be given until the day before. The CWW employee is expected to accommodate such a request, if possible, however, it is recognized that there will be occasions when the employee cannot work on their Compressed Day on short notice. Employees will not be subject to disciplinary action in these instances.

Will I be paid overtime if I am required to work on my Compressed Day?

Overtime will not be paid on such occasions. Rather, the employee will take his/her Compressed Day during the next two (2) compressed work week schedules.

If subpoenaed on a Compressed Day as a result of a decision made on a claim, would you lose your CWW day?

No! If you are subpoenaed because of a decision made on a claim, the Commission expects you to work on that day and therefore can switch the CWW day to another day with your supervisors concurrence.

Can I avail of CWW on an occasional basis?

Yes. CWW can be utilized on a temporary basis, subjected to the approval of the employee's supervisor.

Can a person be credited back their CWW day if they are off sick on that day and can provide a medical certificate?

No! The CWW day of rest is treated like any other day of rest (ie. Saturday or Sunday) with respect to sick leave. If an employee is sick on their CWW day of rest, he/she is not entitled to an additional day off.

Do I have to make up CWW time when I am on a leave day?

Yes! If are availing of any type of leave and were scheduled to work extra time that day for CWW, you will still need to make up the extra time on another day. (the 7 hours can be taken as a leave type -- the extra will have to be worked in)

Can I take my Compressed Work Week Day if I haven't work the total 7 hours?

No! In order to take any CWW day, you must have worked the time in.

Can I use one of my leave types to make up for CWW time?

No! CWW time must be worked in.

Can you bank CWW days?

No! If you have to work due to "operational requirements" you have the next two (2) compressed work week schedules to take the day you lost. Cannot split the day into two halves.

Compressed Days cannot be accumulated. An employee can only accumulate enough hours to take one (1) day off. This only latitude allowed is in cases whereby an employee, due to operational requirements, must work on his/her scheduled Compressed Day. In this case, the employee will have the next two (2) compressed work week schedules to take the day off.

Are you entitled to meal allowance if you work the 3 hours directly following a work day and compressed time together for that day?

Yes, you are entitled to meal allowance if OT is worked immediately after a work day and compressed time together.

At times when there is a high request for AL (ie. Xmas) can a manager/director ask a staff member to forfeit their CWW day for that period in order to grant AL by seniority?

Yes, in the Collective Agreement it states that AL will be granted on a seniority basis. Therefore when approving AL during peak times, staff on CWW may have to forfeit for that cycle.

When does a staff person have to take their Compressed Day off when they are asked to work their scheduled one?

As stated in the policy and the Common Questions & Answers, staff have the next two (2) compressed work week schedules to take their day.

CWW Conditions:

I, wish to exercise the privilege of participating in a flexible working arrangement. This arrangement is subject to the following conditions:

For the flextime schedule, the hours worked each day must total 7.0 hours (6.5 hours during summer hours).

For the compressed work week schedule, each cycle must have 70 hours (65 hours during summer hours).

The official start of the work day cannot commence before 8:00 am and must occur by 10:00 am.

Each employee must be at work during the core hour period of 10:00 am to 3:00 p.m. with the exception of their lunch break.

The official finish of the work day cannot exceed 6:00 p.m.

The official start and finish of the work day must occur at 15 minute intervals.

The lunch break must be ½ hour or 1 hour and be taken during the period 12:00 p.m. and 2:00 p.m..

Once the schedule has been established, it remains in effect for the specified period. However, the schedule can be changed with the approval of your supervisor and will then remain the new specified period. (not meant to be changed on a continues basis)

This arrangement is provided to employees according to the position he/she currently occupies. Should his/her position change, then the CWW arrangement must be renegotiated with the understanding that the flextime/compressed work week arrangement may become unavailable.

Compressed Days cannot be accumulated. An employee can only accumulate enough hours to take one (1) day off. This only latitude allowed is in cases whereby an employee, due to operational requirements, must work on his/her scheduled Compressed Day. In this case, the employee will have the net two (2) cycles to arrange having the scheduled Compressed Day day taken off.

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