

Procedure 5-14: Compressed Work Week (Revised July 4, 2006)

5-14.00 OVERVIEW

The Workplace Health Safety and Compensation Commission ("the Commission") is committed to assisting employees balance their work lives and personal/family commitments while maintaining the highest level of client service delivery. Compressed Work Week ("CWW") provides an alternate working arrangement in conjunction with the previously approved Flextime Work Week arrangement.

5-14.01 DEFINITION

Based on a two (2) week cycle, a CWW arrangement provides an employee with the opportunity to work her scheduled number of work hours within nine (9) working days with the intention of being granted the tenth day of the cycle off as a "Compressed Day." This tenth (CWW) day is not considered an annual leave day. The employee will receive her regular pay for this CWW day, provided she has worked the required hours within this two (2) week cycle.

The current regular work week at the Commission is 35 hours [(i.e. Five (5), seven (7) hour days)] while the regular work week for summer hours is 32.5 hours [(i.e. Five (5), six and one-half (6 ½) hour days)]. Therefore, each CWW two (2) week cycle must total seventy (70) hours [(sixty-five (65) hours during the summer)].

5-14.02 ELIGIBILITY

All employees in temporary or permanent positions may apply for CWW; however, final approval is subject to the operational requirements of the department/division, the nature of the employee's position, and the willingness/availability of co-workers to provide back up on CWW days. CWW may also be utilized on a temporary basis with the approval of the employee's supervisor. If there are multiple requests in a particular department/division, the Director/Manager and employees shall work together to reach consensus on those employees who will be eligible for CWW. CWW is not based on seniority.

In reviewing a CWW request, there are a number of factors to consider, including workloads, peak workload periods and the nature of the work being performed in a particular department/division. Furthermore, CWW may be discontinued during certain periods due to operational demands, such as summer and Christmas. Call-in summer relief employees are not eligible for CWW.

Employees availing of compressed may have to forfeit their CWW day in order to accommodate the annual leave of more senior employees; given (in accordance with the Collective Agreement) annual leave is awarded on the basis of seniority.

An employee wishing to apply for CWW must complete a Request for Flextime/Compressed Work Week Arrangement form and submit it to her immediate supervisor for approval. Copies of all signed agreements will be forwarded to the Human Resources/Facilities Management Department (HR/FM).

Compressed Days must not be scheduled on Wednesdays since that day will be used for organization-wide or departmental meetings. An employee is also not permitted to work overtime on her CWW day.

5-14.03 POSTPONEMENT OF COMPRESSED DAY

If necessary, an employee's supervisor has the right to postpone her 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 occasions when notice can only be given the day before. The following are some examples of situations when an employee's Compressed Day may be postponed:

- 1) back-up employees have been scheduled to take annual leave or are off on long-term leave;
- 2) either the CWW employee or back-up employees are scheduled for training which cannot be rescheduled;
- 3) a meeting or appointment requiring the presence of the CWW employee can only be scheduled on her Compressed Day, and;
- 4) in an operational emergency.

The CWW employee is expected to make an effort to accommodate the employer's request to work on her Compressed Day in the event of the above or any other occurrences; however, it is recognized that there will be times when it is not possible for the employee to work on her Compressed Day on short notice.

In circumstances where an employee is required by the employer to work due to operational requirements, overtime will not be paid. Rather, arrangements will be made in consultation with the employee's supervisor, for the employee to take another Compressed Day off within the next two (2) compressed work week schedules.

5-14.04 BUDDY SYSTEM (WHERE APPLICABLE)

For certain job classifications, it will be necessary for each employee to have a "buddy", to cover emergency calls and requests when the employee is off on her Compressed Day. The CWW employee (not her buddy) is responsible for ensuring that all foreseeable office duties have been covered. Each employee is also responsible for organizing her workload and scheduling appointments to ensure that her "buddy" is not overburdened.

If an employee is on annual leave when she is expected to fill in for her "buddy", the employee must ensure that another "buddy" is identified. Furthermore, if an employee chooses to opt out of the compressed work week schedule and a new "buddy" is not immediately found, the person choosing to leave must agree to continue to perform "buddy" duties until the end of the approval period or until a new "buddy" can be found.

5-14.05 HOURS OF WORK

The core hours for a compressed work week schedule will be 8:00 a.m. to 6:00 p.m. Within these core hours, employees can work a minimum of **30 additional** minutes per work day to

a maximum of two and one half (2 ½) additional hours per work day in order to earn the seven (7) hours required for her CWW day. The official start of the workday cannot commence prior to 8:00 am and must occur by 10:00 am. Each employee must work during the Commission's core operational hours of 10:00 am – 3:00 pm, with the exception of her lunch break. The official finish of the workday must occur at 15 minute intervals.

Subject to operational requirements, CWW may be combined in conjunction with a Flextime arrangement that has already been pre-approved.

Scheduling Issues

- 1) Additional hours being worked within the nine (9) day period to obtain a Compressed Day shall not be subject to overtime.
- 2) Coffee breaks cannot be incorporated into a compressed work week schedule.
- 3) If an employee attends a workshop, training, etc., she is expected to work in her compressed time during the 9-day cycle.

5-14.06 MISSED TIME

Employees must work the required time to be eligible for the scheduled Compressed Day. The employee is required to discuss the missed time with her supervisor.

If an employee is on leave for *four (4) 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. The employee may not substitute an additional type of leave (i.e. annual leave) for compressed time missed. If, however, an employee is on leave for *five (5)-consecutive days or more*, he/she must opt out of the compressed work week schedule for the remainder of that cycle. Any earned time will be considered as Leave in Lieu.

If an employee becomes sick, the building closes etc., on her CWW day of rest, she is not entitled to an additional day off; the CWW day will not be reinstated. The CWW day is treated the same as other pre-approved leave types.

5-14.07 COMPRESSED DAY OFF

Compressed days cannot be accumulated. During a two (2) week cycle, an employee must take off the tenth day. As well, an employee's scheduled Compressed Day will remain the same each cycle. Some flexibility may be accommodated upon consultation with her supervisor.

If an employee's Compressed Day falls on a statutory holiday, she may take the next working day off as her Compressed Day. However, this must be discussed with the supervisor/manager and all compressed time must be worked prior to taking the Compressed Day off.

5-14.08 SAFETY AND SECURITY

The employee's immediate supervisor must ensure that all the necessary safety and security measures exist after hours.

Work schedules must be posted in a designated area that is easily accessible to all employees to help address safety concerns should an emergency arise and employees need to be located quickly.

5-14.09 CHANGE OF THE CWW AGREEMENT

Once the CWW schedule has been established, it remains in effect for the specified period outlined in the Compressed Work Week Arrangement form. The schedule may be changed with the approval of the employee's supervisor however, the CWW schedule is not meant to be changed on a continuous basis. Changes should be documented by redoing the form or by e-mail to the employee's supervisor. The form/e-mail must then be forwarded to Human Resources.

The CWW arrangement is based on the position that the employee currently occupies. Should her position change, then the CWW arrangement must be renegotiated with her new supervisor, with the understanding that the flextime/compressed work week arrangement may be unavailable. This will depend on the operational requirements of the department/division, the nature of the employee's position, and the willingness/availability of co-workers to provide back up on CWW days.

5-14.10 CANCELLATION OF THE CWW AGREEMENT

An employee's supervisor has the right to cancel her CWW arrangement if the arrangement is negatively affecting the employee's productivity or the productivity of others in the department/division; when the employee is not complying with the prearranged schedule; or when the operational requirements of the department are not being met.

Cancellation of CWW agreements will not occur without every reasonable effort being made to accommodate the employee. In the event of such a cancellation, the supervisor will not document the cancellation reason on the original agreement and the employee will be given two weeks notice. The canceled agreement will be forwarded to Human Resources/Facilities Management.

5-14.11 Terms and Conditions

The terms and conditions of a CWW agreement are outlined in the 'Request for Compressed Work Week' form.

Procedure Amendment History:

	<i>Effective Date</i>	<i>Approved</i>
<i>Original Procedure</i>	2002 09 17	2002 09 17
<i>Revision # 1</i>	2003 07 07	2003 07 07
<i>Revision #2</i>	2003 07 07	2006 07 04

- [Compressed Work Week Form](#)
- [Common Questions and Answers](#)

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