

BETWEEN: **WorkplaceNL as represented by [Insert name of supervisor]**

referred to as “the Supervisor”

AND [insert name of staff member] known as “the
Employee”

Whereas [staff member’s] request for a compressed work week (CWW) arrangement has been approved.

The parties hereto agree as follows:

1.0 GENERAL CONDITIONS

- 1.1 The Supervisor shall review the CWW arrangement after an initial three month period and a minimum of every six months thereafter to assess its effect on workplace operations.
- 1.2 Following the initial three month period the Supervisor recommends approval status to the CEO who decides whether to continue the CWW arrangement.
- 1.3 The Supervisor may terminate the CWW arrangement upon providing two weeks’ notice.
- 1.4 The Employee’s start time, lunch breaks and finish times shall be as set out in the attached schedule.
- 1.5 Compressed Days shall not be scheduled on Wednesdays.
- 1.6 This Agreement is made under the Compressed Work Week Guidelines issued under Government’s Flexible Work Arrangements Policy.

2.0 SPECIFIC CONDITIONS

- 2.1 These conditions are supplemental to the conditions set out in the Compressed Work Week Guidelines issued under Government’s Flexible Work Arrangements Policy.
- 2.2 When the Employee is unable to take their scheduled compressed day off due to operational requirements, the Employee shall revert to a regular work schedule and take their next scheduled compressed day off in lieu.
- 2.3 When the Employee takes one or more leave days during a CWW cycle, the Employee shall revert to a regular work schedule for the remainder of the CWW cycle. The compressed time earned is considered compressed time earned for the employee’s next CWW cycle.
- 2.4 The core hours for a compressed work week schedule are 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 their CWW day. The official start of the workday cannot commence prior to 8:00 am and must occur by 10:00 am. The Employee must work during WorkplaceNL’s core operational hours of 10:00 am – 3:00 pm, with the exception of their lunch break. The official start and finish of the workday must occur at 30 minute intervals.
- 2.5 Additional hours being worked within a CWW cycle shall not be subject to overtime.
- 2.6 Coffee breaks shall not be incorporated into a compressed work week schedule.
- 2.7 If the Employee becomes sick, the building closes etc., on their CWW day off, the Employee 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. Compressed days cannot be accumulated.
- 2.8 The Supervisor may permit the Employee to take their compressed day off at another time than the scheduled day off in exceptional circumstances. This must be pre-approved by the Supervisor and the Employee.



Compressed Work Week Arrangement

Non-Bargaining

Submit completed form to Human Resources

SIGNED on the dates below by the Employer and the Employee.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Executive Director: _____ Date: _____

Chief Executive Officer: _____ Date: _____

Compressed Work Week Schedule (as referenced under Section 1.4)

Select Compressed Day

Monday Tuesday Thursday Friday

Hours of Work/Day: Week 1				
Day	Start	Lunch	End	Earned Minutes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Hours of Work/Day: Week 2				
Day	Start	Lunch	End	Earned Minutes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

If Approved:

Compressed Work Week Schedule will be effective From: _____ (d/m/y) To: _____ (d/m/y)