



HR Bulletin

Issue No. 22 – August 2013

To: Leadership Team and Senior Management Team

Subject: Compressed Work Week

Purpose: To provide information on Compressed Work Week. This document is a reference tool for use by Senior Managers, Managers, and Supervisors.

The bulletin explains Compressed Work Week, including eligibility and approval. Frequently Asked Questions (FAQ's) are also included.

What is it?

A Compressed Work Week (CWW) allows employees to work extra hours each day and in doing so earn a day off over a two week period. Under a CWW arrangement employees will earn the 7.5 hours over nine (9) business days.

Generally, employees target Mondays or Fridays as their day off. Of course, depending upon operational requirements, management needs to manage the number of employees off for each day and stagger within a Unit as necessary. Coverage must be feasibly provided by the unit between regular business hours of 8:30 am and 5:00 pm.

Who is Eligible?

- Regular full-time indeterminate employees
- Full-time term employees

Requirements:

- The employee's extra day off, "compressed day" should be the same day every two weeks (e.g. every second Friday/Monday).
- The supervisor must ensure that operational requirements can be met at no extra cost to the WSSCC and that all approvals are in place.
- Within the business unit, services will continue to be provided during regular working hours.

Other Information:

- There is no impact on pay, insured benefits or pensionable time.
- When a compressed day off falls on a designated paid holiday (e.g. Canada Day), an alternate day is taken in the two-week pay period as agreed between the employee and their supervisor.

- Designated paid holidays (e.g. Canada Day) and Winter Bonus Days are all paid at the level of the employee's normal daily hours (7½ hours) Employees are required to work the additional hours before being eligible for a "compressed day". Annual leave or lieu time may also be used to cover additional time needed pending Supervisor approval.
- When requesting Leave (sick, annual, special, or lieu) you will utilize the same leave to make up the CWW time. For example, if you are ill on a day where you would normally work 8 hours, then you will enter 8 hours as sick leave.
- Operational requirements of the work unit must be met. The arrangement may be terminated at any time, by either the employee or the employer with at least a 14 day notice.
- No request will be unreasonably withheld; however Supervisors will take into consideration performance management concerns when considering requests.
- Safe Work Practices will be reviewed with each employee prior to them commencing the start of their compressed work week.

.FAQ's

Is there a limit to the number of hours which may be scheduled in a day as part of CWW?

Yes, the employee is permitted to work their CWW hours between 7:00 a.m. and 18:00 p.m.

Can two employees job-share on a CWW schedule?

Yes. However it is the manager's responsibility to ensure that the employees are informed of all aspects of the agreement before the work begins.

What happens when employees are on duty travel; what happens to the CWW arrangement?

Employees who are approved to participate in a CWW arrangement may continue to work within the approved schedule if it is feasible to do so. If the employee isn't able to work the additional hours while away from the office, they need to make up the time prior to their scheduled day off. In order for the employee to take the CWW day off, they must have accumulated the 7.5 hours. In some instances an employee, through e-mail agreement with their supervisor, may skip a CWW cycle and resume the arrangement when they return to the work place.

Schedule Examples

Two week schedule with the second Friday designated as a 'Compressed Day'.

Day	Hours Worked	Lunch Hour	Total Hours Worked	CWW Hours earned/Total hours for CWW
Monday	7:30-4:30	1 Hour	8	.5 / 7.5
Tuesday	7:30-4:30	1 Hour	8	1 / 7.5
Wednesday	7:30-4:30	1 Hour	8	1.5 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	2.5 / 7.5
Friday	7:30-4:30	½ Hour	8.5	3.5 / 7.5
Monday	7:30-4:30	½ Hour	8.5	4.5 / 7.5
Tuesday	7:30-4:30	½ Hour	8.5	5.5 / 7.5
Wednesday	7:30-4:30	½ Hour	8.5	6.5 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	7.5 / 7.5
Friday	CWW	CWW	CWW	CWW

Two week schedule with a Holiday (Stat/Civic) incorporated into schedule.

Day	Hours Worked	Lunch Hour	Total Hours Worked	CWW Hours earned/Total hours for CWW
Monday	7:30-4:30	1 Hour	8	.5 / 7.5
Tuesday	7:30-4:30	½ Hour	8.5	1.5 / 7.5
Wednesday	7:30-4:30	½ Hour	8.5	2.5 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	3.5 / 7.5
Friday	7:30-4:30	½ Hour	8.5	4.5 / 7.5
Monday (Holiday)	0	0	0	4.5 / 7.5
Tuesday	7:30-4:30	½ Hour	8.5	5.5 / 7.5
Wednesday	7:30-4:30	½ Hour	8.5	6.5 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	7.5 / 7.5
Friday	CWW	CWW	CWW	CWW

Two week schedule with the second Monday designated as a 'Compressed Day'.

Day	Hours Worked	Lunch Hour	Total Hours Worked	CWW Hours earned/Total hours for CWW
Tuesday	7:30-4:30	1 Hour	8	.5 / 7.5
Wednesday	7:30-4:30	1 Hour	8	1 / 7.5
Thursday	7:30-4:30	1 Hour	8	1.5 / 7.5
Friday	7:30-4:30	½ Hour	8.5	2.5 / 7.5
Monday	7:30-4:30	½ Hour	8.5	3.5 / 7.5
Tuesday	7:30-4:30	½ Hour	8.5	4.5 / 7.5
Wednesday	7:30-4:30	½ Hour	8.5	5.5 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	6.5 / 7.5
Friday	7:30-4:30	½ Hour	8.5	7.5 / 7.5
Monday	CWW	CWW	CWW	CWW

An employee in my unit will miss their CWW day due to a Statutory Holiday, are they entitled to overtime?

No, when a compressed day off falls on a designated paid holiday (e.g. Canada Day), an alternate day is taken in the two-week pay period as agreed between the employee and their supervisor. There must be no increase in cost to the employer.

The example below identifies that the employee was scheduled to use the second Monday as the 'Compressed Day', however the second Monday is a designated Statutory Holiday. The employee is required to work an extra ½ hour prior to the Holiday. If the ½ hour is not made up prior to the holiday then the employee must liquidate the appropriate annual leave.

Day	Hours Worked	Lunch Hour	Total Hours Worked	Hours earned/Total hours for CWW
Tuesday	7:30-4:30	1 Hour	8	.5 / 7.5
Wednesday	7:30-4:30	1 Hour	8	1 / 7.5
Thursday	7:30-4:30	1 Hour	8	1.5 / 7.5
Friday	7:30-4:30	½ Hour	8.5	2.5 / 7.5
Monday	7:30-4:30	½ Hour	8.5	3.5 / 7.5
Tuesday	7:30-4:30	½ Hour	8.5	4.5 / 7.5
Wednesday	7:30-4:30	½ Hour	8.5	5.5 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	6.5 / 7.5
Friday	7:30-4:30	½ Hour	8.5	7.5 / 7.5
Monday (Stat)	0	0	0	7.5 / 7.5
Tuesday	CWW	CWW	CWW(.5 Annual)	CWW
Wednesday	7:30-4:30	½ Hour	8.0	1 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	2 / 7.5
Friday	7:30-4:30	½ Hour	8.5	3 / 7.5
Monday	7:30-4:30	½ Hour	8.5	4 / 7.5
Tuesday	7:30-4:30	½ Hour	8.5	5 / 7.5
Wednesday	7:30-4:30	½ Hour	8.5	6 / 7.5
Thursday	7:30-4:30	½ Hour	8.5	7 / 7.5
Friday	7:30-4:30	1 Hour	8	7.5 / 7.5
Monday	CWW	CWW	CWW	CWW

*Tuesday becomes this cycles "compressed day", pending Supervisor approval.