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## 6.3 Compressed Workweek

ARC provides eligible employees the opportunity to participate in a compressed workweek schedule. With a compressed workweek schedule, an employee will work 75 hours in nine days, rather than ten days, in a two-week period. A compressed workweek program can benefit both employees and ARC. For employees, it allows them more flexibility to manage work and personal time; reduces the number of commute trips to work; and allows them to have regular three-day weekends. For ARC, it enhances employee recruitment and retention; reduces employee absences due to medical appointments and personal responsibilities; and reinforces its role as a regional advocate for reducing traffic congestion and air pollution and promoting commute options.

### Eligibility

- Participation in the Compressed Workweek program is entirely voluntary and made available only to regular employees who have been employed with ARC for at least six months. However, some positions may not be eligible to participate due to the nature of their work; these positions will be identified by each Group Manager.
- Participating in the Compressed Workweek Program requires Group Manager approval.

### General Provisions

- Participation in the program is not an entitlement or right. It is a workplace strategy when eligibility requirements are met.
- Participation in the program may be terminated by the employee or ARC at any time for any or no cause. Decisions involving compressed workweek are not appealable.
- Employees participating in the compressed workweek program will work nine days in a ten-day period that coincides with ARC's biweekly pay periods. Friday will generally be their weekday off during the ten-day period, although an alternate day of the week may be approved based on business needs. The supervisor will determine which day of the ten-day period the employee does not work. During the five-day week of the pay period, employees will work eight hours per day, and during the four-day week of the pay period, they'll work eight and three-quarter hours per day. Some examples are:

#### Example #1

Five-day week: 9:00 am – 6:00 pm

Four-day week: 8:15 am – 6:00 pm

#### Example #2

Five-day week: 7:00 am – 4:00 pm

Four-day week: 7:00 am – 4:45 pm

- Employees will have the flexibility, with supervisory approval, to select individual starting and ending times between 7:00 am and 7:00 pm. Core hours of operation during which all employees must work are 9:30 am – 4:00 pm.
- When selecting a work schedule, an employee's starting time, ending time, and weekday off will stay constant from pay period to pay period.
- Supervisors can require that an employee change schedules if needed.
- Employees may need to adjust their work schedules to meet agency needs. Adjustments may be needed for scheduled meetings, training and other work activities which do not fit the employee's compressed workweek schedule. The agency's needs supersede the employee's ability to take their scheduled day off. In the event an employee works on their regularly scheduled day off, the supervisor may allow the employee to take another day off in compensation within the same pay period.
- If an employee's compressed day off falls on an agency holiday, they may either (with supervisory approval):
  - Work a non-compressed schedule during the pay period in which the holiday occurs (i.e., 7.5 hours per day) or
  - Work a compressed schedule, but take another day off during the pay period in lieu of their normal day off
- Full day absences from work will result in the use of the number of hours of leave (sick or annual) for which the employee was scheduled to work.

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- It is strongly recommended that employees schedule any personal appointments during their compressed day off.
  - Employees will be expected to maintain the same level of performance and professionalism required of them when working a non-compressed workweek schedule. Failure to do so will result in termination of an employee's participation in a compressed workweek schedule.
  - Employees will be required to sign an agreement which states that they have read, understood, and agreed to the guidelines and stipulations for their compressed workweek schedule.