

Flexible Schedule Compressed Workweek Policy

Alternative work schedules such as a compressed workweek are arrangements that support the school system's efforts to help employees with work-life balance.

A compressed workweek allows full-time employees to work longer days for part of the week in exchange for shorter days or a day off each week.

Compressed workweek schedules could be one of the following:

- Four 10-hour days each week and a day off each week.
- Four 9-hour days and one 4-hour day each week (one afternoon or morning off each week).
- Four 8.5-hour days each week and 3.75 hours one day (e.g. Monday, Tuesday, Thursday, and Friday. Wednesday is a 3.75-hour workday with the morning off.).

Compressed workweek schedules must meet the following requirements for consideration:

- Operational requirements must be met.
- Services to our community stakeholders must be maintained or improved.
- Costs to Charles County Public Schools will not increase.
- Each department or operation must be covered during normal/core business hours.

Requirements for compressed workweek approval include:

- Employees must request a compressed workweek schedule through their direct managers or supervisors. The decision of the department head is final.
- Managers and supervisors are encouraged to approve employees' requests for compressed workweek arrangements whenever it is possible to do so without compromising the school system's business needs, operations, or goals.
- Requests to modify a compressed work schedule and/or work hours will be considered on the basis of the above requirements.

Approved compressed workweek schedules will meet the following standards;

- Compressed workweek schedules will not diminish the ability of Charles County Public Schools to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.
- When a paid holiday falls on an employee's regularly scheduled day off, the employee will be given another day off during that pay period.

Charles County Public Schools
Compressed Work Schedule (CWS) FAQs

- **What is a Compressed Work Schedule?**

A traditional 37.5- to 40-hour work week is condensed into fewer than five days of work.

(Examples: For a 40-hour work week - Monday through Thursday with Friday off. For a 37.5-hour work week: 8.5 hours Monday, Tuesday, Thursday and Friday. Wednesday is a 3.75-hour work day with the morning off; or, three 10-hour days and one 7.5 hour day with one day off.)

- **Why is CCPS piloting a compressed work schedule?**

CCPS is piloting a compressed work schedule to provide eligible employees with flexibility and work-life balance.

- **What if I use leave during my compressed work schedule week?**

Leave should reflect the number of hours you would have worked that day. For example, if you would have worked a 10-hour day, then you would charge 10 hours of leave.

- **Am I still eligible to earn overtime if I work a compressed work schedule?**

The Fair Labor Standards Act requires employers to pay overtime if an eligible employee works over 40 hours in a work week.

- **What if I prefer to work my regular schedule instead of a compressed work schedule?**

You may work your regular schedule or the summer hours which are 7:30 a.m. - 3:30 p.m., as approved by your manager or supervisor.

- **When does the compressed work schedule begin for CCPS?**

The compressed work schedule will be piloted beginning Monday, July 11, 2022, through Friday, August 5, 2022.

- **How does a compressed work schedule work?**

Here are some examples:

For a 40-hour per week position: Four 10-hour days *(Example: Monday through Thursday with Friday off.)*

For a 37.5 hour per week position: 8.5 hours Monday, Tuesday, Thursday and Friday. Wednesday is a 3.75-hour work day with the morning off; or, three 10-hour days and one 7.5 hour day with one day off.

- Who is eligible to work a compressed work schedule?**
 All 12-month employees who work 40 hours per week or 37.5 hours per week are eligible to work a compressed work schedule, with manager or supervisor approval.
- Can my schedule vary from week to week?**
 In order to ensure operational stability, compressed work schedules should be established and agreed upon with your manager or supervisor. The allowable compressed work schedule hours must be between 7:30 a.m. and 5:30 p.m.
- Can my request for a compressed work schedule arrangement be denied?**
 Yes. A compressed work schedule is not universal or an entitlement. It works best when there is a positive contribution to the staff member's work-life balance while not negatively impacting productivity and availability. Managers and supervisors are expected to assess business needs and continuity of operations as well as customer service on an on-going basis.
- Who has to approve my request for a compressed work schedule arrangement?**
 Your manager or supervisor and your department head must approve a compressed work schedule arrangement. Your department head will grant the final approval before the arrangement is implemented.
- Does my compressed work schedule arrangement move with me if I transfer to another position and/or department during the pilot period?**
 No. An employee can explore with their new manager or supervisor a compressed work schedule to see if an arrangement will work in the new position.
- Can my manager or supervisor amend or terminate my compressed work arrangement?**
 Yes. Your manager or supervisor may change or terminate your compressed work schedule. There may be many reasons to terminate or amend the arrangements, including but not limited to operational challenges, staffing changes, leadership changes, performance concerns, etc. If amending the arrangement, a new compressed work schedule must be approved.