

Factors to include in a Compressed Workweek Agreement

1. The date of commencement.
2. The time period, if the compressed workweek arrangement is for a finite period of time.
3. The length of notice that must be given by either the supervisor or the employee if the compressed workweek arrangement must be amended.
4. The length of notice that must be given by either the supervisor or the employee if the compressed workweek arrangement does not work out and must end.
5. That the compressed workweek arrangement will be re-evaluated on a regular basis, at least annually, during the performance appraisal process.
6. The change, if any, to the daily start and stop times.
7. The change, if any, to the number of hours worked daily.
8. The change, if any, to the number of hours worked weekly.
9. The change, if any, to the days on which an employee works.
10. The change, if any, to paid leave accruals (vacation, medical leave, family care leave, etc.).
11. The payment or time off in-lieu for days when the employee has to come in on an off-day.
12. Any other pertinent details regarding the compressed workweek arrangement.

Assumptions

The decision to allow a pilot period and the decision to continue a compressed workweek arrangement is contingent upon the following conditions, on a continual basis:

- [employee name] shall perform all work duties and uphold major job responsibilities at the expected performance standard.
- [employee name]'s work schedule shall not interfere with normal interactions with the manager, co-workers or internal and external customers.
- [employee name]'s compressed workweek arrangement shall not adversely affect the ability of other employees to perform their work.
- [employee name] shall, within reason, ensure his/her accessibility to staff who maintain traditional hours
- [employee name] shall adhere to the compressed workweek arrangement and the associated details, guidelines and restrictions outlined.