

**Purpose:**

- 1 The purpose of this policy is to provide employees with some flexibility in work schedules while maintaining service levels as well as provide guidelines for the administration of Compressed Work Week schedules.

**Policy Statement(s):**

- 2 The City of Red Deer, where work requirements permit and where there is no additional cost to The City or reduction in service, may grant employees the opportunity of working a Compressed Work Week schedule at the discretion of the Department Head.
- 3 Compressed Work Week arrangements are work hour arrangements whereby one or more employees work more hours on a daily basis in return for a reduction in the number of worked days.
- 4 A Compressed Work Week arrangement will remain in place so long as both the Department Head and the employee agree that it is working.
- 5 Guidelines:
  - (1) Sole discretion of the granting of a Compressed Work Week arrangement rests with the Department Head.
  - (2) A Compressed Work Week arrangement must not result in additional cost to The City or adversely affect customer service levels.
  - (3) Reassignment pay will not be paid to an employee who is assigned the duties of an employee who is taking an earned day off for a Compressed Work Week.
  - (4) No employee will take an earned day off prior to the entire time being earned.
  - (5) Earned days off will be taken as an entire day off and will not be split into half or part days.
  - (6) All employees will work the complete first cycle and will not take any time during the first cycle. For those on a three-week cycle, this would mean that the first earned day off for any employee would be during the fourth week of the program.
  - (7) There is no accrual of additional time when an employee is on any type of leave (i.e. vacation, sickness, sick plan, leave for union business, etc.).
  - (8) Regular Compressed Work Week time accrual is at straight time. Any employee who does not have sufficient time accrued to take the day off may use banked overtime or, at the Department Head's discretion, may work additional hours at straight time prior to taking the earned day off providing that there is meaningful work that needs to be done.
  - (9) Time earned under the Compressed Work Week schedule must be taken as time off. No payout for accumulated time is to be made unless the employee is terminated.
  - (10) Upon termination, if the employee has not had the opportunity to utilize the time, it will be paid out at the straight time rate.
  - (11) At City Hall, only three-week cycles will be utilized. City Hall's regular hours will remain 8:00 a.m. to 4:30 p.m. and departments will be expected to remain open over the lunch hour.

- (12) Employees will take their earned days off as scheduled unless mutually agreed to with the Department Head or designate.
    - (a) If a staff member is sick or on vacation, other department staff may be required to postpone or reschedule their earned day off.
    - (b) If staff is required to postpone or reschedule their earned day off they are to be advised prior to the end of their last scheduled shift.
    - (c) If this is not possible, the hours worked on what would have been their earned day off will be paid at overtime rates.
  - (13) When an employee is required to leave work during their regular scheduled hours, the accumulation for the earned day off will only be earned if it has been worked. For example, if an employee works from 7:30 a.m. to 8:00 a.m. in order to accumulate an earned day off and leaves at noon for the remainder of the day, the half hour will be recorded towards the earned day off and the afternoon will have the appropriate absent code; however, if the employee regularly works from 4:30 p.m. to 5:00 p.m. to acquire the accrual, there will not be any accumulation earned.
- 6 Application to Work a Compressed Work Week:
- (1) Applications are to be made in writing to the Department Head, with a copy to the Human Resources Manager and to the appropriate Union, providing specific information on the type of arrangement being applied for.
  - (2) The feasibility of these arrangements including cost, productivity, staff size and composition, customer service, work flow disruption and improved employee morale will be reviewed by the Department Head. Approval for all Compressed Work Week arrangements will be made by the Department Head.
- 7 Return to Normal Hours of Work:
- (1) Two weeks' notice must be given either by the Department Head or the employee in order to terminate a Compressed Work Week arrangement.

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**References/Links:**

- I EL-A-2.1 Compensation & Benefits

**Scope/Application:**

- I This policy applies to all permanent and term employees.

**Authority/Responsibility to Implement:**

- I The Human Resources Manager is responsible for monitoring and updating this policy as required.

- 2 Supervisors and Department Managers is responsible for ensuring compliance at a department level.

**Inquiries/Contact Person:**

- I HR Team Leader – Total Compensation

**Policy Monitoring & Evaluation**

- I This policy will be reviewed every three years and revised as necessary.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: May 4, 1995		
Revised: January, 2001	“Norbert Van Wyk”	City Manager
Revised: February 1, 2018	“Craig Curtis”	City Manager