
Municipality of Cumberland Policy 23-04

Compressed 4 -Day Work Week Policy

1. Purpose

To outline the terms and conditions of the implementation of a compressed 4-day work week arrangement.

2. Objectives

The Municipality of the County of Cumberland values a highly dedicated and skilled workforce. We also value providing excellent services to our citizens and community partners. A compressed 4-day work week can improve the attractiveness of the Municipality as an employer, maintain high levels of employee satisfaction and commitment, provide greater work-life balance, maintain or improve workplace productivity, and offer extended service hours. A compressed 4-day work week compresses the hours of a typical 5-day work week into 4 days, while providing expanded hours of service to the public.

3. Expanded Service Hours

- 3.1 "Normal" operating hours for service and administrative centres will be Monday to Friday 8 am to 5 pm.
- 3.2 Service Hours of other workplaces and facilities will remain the same.

4. Workplaces

The Municipality of the County of Cumberland has several operational functions and workplaces. This policy applies to all non-unionized employees of the Municipality of the County of Cumberland. Supervisors, Managers and Directors considering implementing a compressed 4-day schedule may do so subject to the eligibility and operational requirements of this Policy, and approval of the CAO.

- 4.1 Operational requirements of each department must be met. Where an employee is working a compressed 4-day work week, their workplace shall be open to the public for all scheduled work hours.
- 4.2 Service to the customer must be maintained or improved. Some services are provided by a single individual. Under a compressed 4-day work week those services must still be available the same number of hours/week. However, those hours may be compressed into 4 days if it does not impact operations negatively.

- 4.3** Costs to the Municipality of the County of Cumberland will not be increased, including no new positions because of trying to fill operational gaps.

5. Shifts

In a workplace implementing a compressed 4-day work week, participating employees will work under a two-shift system with employees divided into "Team A" and "Team B".

- 5.1** Commencing February 1, 2024, "Team A" employees will work Monday to Thursday and "Team B" employees will work Tuesday to Friday.
- 5.2** Each employee will be required to work the number of hours per day as outlined in their employee contract and/or the personnel handbook. For example, if an employee works 35 hrs per week, they will work 8.75 hrs per day, with a 30 minutes lunch, totaling 9.25 hrs per day. They would start at 7:45 am and leave at 5 pm.
- 5.3** Employees joining on any other date will be assigned to a team by their director, and subject to standard shift change dates.
- 5.4** Shift Change Dates: Teamwork days will be switch every 3 months for departments/positions where this is recommend by the Director and approved by the CAO (those working Mon to Thurs will be switched to Tues to Fri, and vice versa).

6. Eligibility

Candidates with one or more of the following characteristics may be considered for compressed work week arrangement:

- a.** Full-time, non-unionized employees;
- b.** Good past performance appraisals demonstrating the ability to meet job expectations;
- c.** Able to work independently without constant supervision from his/her supervisor;
- d.** Strong self-discipline and good time management skills;
- e.** Holds a role that allows for adequate performance and coverage of their duties as part of a condensed workweek schedule.

7. Application and Approval

Employees can apply for the arrangement using the Compressed 4-day Work Week Application form (Appendix A).


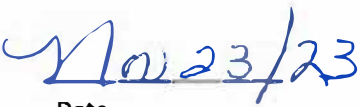
- 7.1** The application of the compressed 4-day work week arrangement must be submitted to their supervisor/director for consideration.
- 7.2** Supervisors/Directors will review applications and consider the operational impacts of approving a 4-day schedule.
- 7.3** A recommendation of the compressed 4-day work week for an employee is made by the Director, with approval from the CAO.
- 7.4** Directors are encouraged to recommend the employees' request for compressed work week whenever it is possible to do so without compromising the organization's service levels, and the employee is meeting other eligibility requirements.
- 7.5** If compressed work week application is approved, the employee and the employer shall determine the start date and the director shall assign the employee to the most appropriate team.
- 7.6** Some services may not be available during extended hours, (before 8:30 and after 4:30), if the individuals providing those services are not participating in the compressed work week.

8. General Considerations

Compressed 4-day work week schedules will not diminish the ability of the Municipality of the County of Cumberland to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

- 8.1** No day swapping of shift changes is permitted between employees.
- 8.2** Employees who are called in to work on their regular day of rest will be entitled to lieu time (straight time) that can be taken on either a Tuesday, Wednesday, or Thursday, as approved by their Director.
- 8.3** Sick leave and vacation will be applied on a per hour basis versus a per day basis. Compressed work week employees' salary, compensation and benefits do not differ from standard full-time employees.
- 8.4** Employees must have their vacation and/or use of overtime or lieu time approved by their director to ensure that shifts are always appropriately covered. Directors will work with their teams to schedule vacations to always ensure appropriate operational coverage.
- 8.5** Vacation carryover is subject to the criteria described in the personnel policy.

- 8.6 Banking lunch breaks for use at the end of the day or any other time will not be permitted.
- 8.7 Employees will still be entitled to all regular paid holidays. If a holiday falls on a Monday regular day of rest, the employee shall take Tuesday off with pay. If a holiday falls on a Friday regular day of rest, the employee shall take Thursday off with Pay.
- 8.8 For holidays that fall on Tuesday, Wednesday, or Thursday, the day off shall be that day.
- 8.9 Compressed 4-day work week arrangements may be discontinued at any time at the request of either the employee or supervisor/manager/director. Departments reserve the right to immediately suspend the arrangement in case of unanticipated circumstances regarding employee performance or operational needs.
- 8.10 Agreements shall be time-specific with a date for review and reconsideration. Modifications and/or renewals also shall be documented appropriately. The original shall be maintained in the employee's personnel file with copies to the employee and supervisor/director.
- 8.11 The employee shall work the hours agreed upon and obtain approval from the supervisor/director in advance of working any lieu/overtime.
- 8.12 The supervisor/manager/director shall maintain open communication, ensure that the employees' hours of work do not fall below the normal work week hours and discuss with the employee any concerns as they arise.
- 8.13 A compressed 4-day work week arrangement does not change the employment contract.

Clerk's Annotation for Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum):__	
Date of Passage of Current Policy:__	
I certify that this Policy was adopted by Council as indicated above.	
 Clerk	 Date

APPENDIX A – COMPRESSED 4-DAY WORK WEEK APPLICATION FORM

This form is used for the purposes of requesting, reviewing, and modifying a compressed 4-day work week work arrangement.

To be filled out by the employee:

Employee Name: _____

Job Title: _____

Department: _____

Supervisor Name: _____

Proposed Start Date: _____

I understand that the approval of a compressed work week arrangement does not amend my employment contract.

I understand that the compressed work week arrangement is subjected to the discretion of my Director and the CAO and may be suspended and terminated for any reason.

Employee Signature: _____

Director Signature: _____

Date: _____

To be filled out by the supervisor:

Compressed work week arrangement is Approved Rejected

If approved, the employee will be able to start: _____

If rejected, state the reasoning why: _____