


implementation steps for a compressed work week program




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The following page provides easy to read implementation steps for a compressed work week program.

compressed work weeks

- +** compressed work weeks are an alternative work schedule that allows employees to work more hours per day but work fewer days per week.



compressed work week implementation steps

1. Assign a Project Coordinator (HR)
2. Work with an internal committee composed of HR, key departments, legal, labor unions, etc. to develop pilot program
3. Identify program parameters for: - work hours - range of programs - employee choice in decision - offering of multiple programs to same individuals - length of lunch hour - eligibility - role of managers
4. Determine how to handle holidays and vacation time
5. Develop core period & general coverage
6. Assess cost of programs, if any
7. Develop a written policy
8. Address hardships and concerns
9. Introduce program
10. Monitor and evaluate results
11. Expand