


compressed workweek do's and don'ts



compressed work week do's and don'ts


The following pages provide easy to read guidelines for both employees and managers on compressed work weeks (cww).

employees

- + an easy-to-follow checklist on what to do, and what not to do when on a compressed work schedule.

managers

- + a simple checklist to follow on what to do and not to do when managing employees who are on a compressed workweek schedule.



employee's do's: what to do when on a cww schedule

communication

- Make sure that you and your supervisor agree on the which day of the week should be an
- off day and the core schedule for the work hours
- Ensure that your colleagues are aware of your schedule as well
- If you use outlook or another electronic calendar indicate your day off
- Do not work overtime, unless you have approval

productivity

- Stick to all deadlines and keep your work organized
- Make sure that your productivity level stays consistent
- Take breaks throughout the day
- Longer hours may result in fatigue, try to integrate healthy habits such as taking a brisk walk during your breaks
- Have lunch away from your office desk
- Schedule doctor's and any other personal appointments on your day off


employee's don'ts: what to avoid when on a cww schedule

habits

- Don't change your schedule during the working week. Start at the same time, end at the same time and take breaks
- Don't fall into the practice of working on your day off, unless there is a work emergency

productivity

- Don't stay in the program if you feel tired and stressed or if your productivity drops
- However, keep in mind that it may take a few weeks to get used to the longer days at work



manager do's: what to do when managing employees on a cww schedule

communication


- Develop good communication and access procedures for your employees so they are clear
- about start and end times as well as the exact day off during the working week
- Ensure that all staff have access to other employees' schedules through outlook or
- another electronic calendar
- Encourage employees to schedule personal appointments on their day off

productivity

- Manage by measuring results
- Ensure that you have a performance evaluation process in place
- Make sure that employees take breaks and lunch away from their desk
- Watch out for fatigue

managing

- Be prepared if the new schedule doesn't work well. Allow the employee to terminate
- participation in the alternative work schedule
- Respect the employee's compressed work weekday off



manager don'ts: what to avoid when managing employees on a cww schedule

communication

- Don't call or email the employee on their compressed work weekday off
- If there is a work emergency, talk to your employee if they can switch their day off for another day during that week
- Be respectful of the agreed upon schedule

productivity

- Don't expect perfection; there will be adjustments needed
- Don't set unrealistic deadlines for projects
- Don't allow people with performance issues to work on an alternative work schedule until they improve

managing

- Don't neglect problems
- Don't feel obligated to continue the arrangement if it's not working