

1.0 Purpose

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

2.0 Objectives

The Town of Yarmouth values a highly dedicated and skilled workforce. Many public sector workplaces offer a compressed 4-day work week alternative to their employees in order to improve the attractiveness of the employer, maintain high levels of employee satisfaction and commitment, provide greater work-life balance and maintain a productive workplace. A compressed 4-day work week compresses the hours of work into 4 days, providing the potential for expanded hours of operation and overall increase in hours of service to the public.

3.0 Workplaces

The Town of Yarmouth has several operational divisions and workplaces. This policy applies to all non-unionized employees of the Town of Yarmouth. 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.

Alternative forms of compressed work week schedules may be considered for Town of Yarmouth workplaces where a compressed 4-day work week schedule is not practical to implement.

3.1 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.

3.2 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 will be compressed into 4 days.

3.3 Costs to the Town of Yarmouth will not be increased.

4.0 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".

4.1 Commencing September XX, 2021, “Team A” employees will work Monday to Thursday and “Team B” employees will work Tuesday to Friday.

4.2 Employees joining on any other date will be assigned to a team by their director, and subject to standard shift change dates.

4.3 Shift Change Dates: Shifts will be reversed on a regular schedule to be determined by the CAO.

5.0 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. Passed the probationary period as specified in the employment agreement;
- c. Good past performance appraisals demonstrating the ability to meet job expectations;
- d. Able to work independently without constant supervision from his/her supervisor;
- e. Strong self-discipline and good time management skills.

6.0 Application and Approval

Employees can apply for the arrangement using the Compressed 4-day Work Week Arrangement Proposal Form (refer to Appendix 1).

6.1 The application of the compressed 4-day work week arrangement must be submitted to their director for consideration.

6.2 Directors will review applications and consider the operational impacts of approving a 4-day schedule.

6.3 The approval of the compressed 4-day work week application is through the director, in consultation with the CAO.

6.4 Directors are encouraged to approve employees' requests for compressed workweek whenever it is possible to do so without compromising the organization's service levels.

6.5 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.

6.6 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.

7.0 General Considerations

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

- 7.01** No day swapping or shift changes are permitted between the teams.
- 7.02** Employees who are called in to work on their regular day of rest will be entitled to lieu time that can be taken on either a Tuesday, Wednesday, or Thursday.
- 7.03** 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.
- 7.04** 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.
- 7.05** Vacation requests submitted by January 31 of each year will be considered by seniority, and subject to operational requirements of each department.
- 7.06** Banking lunch breaks will not be permitted.
- 7.07** Employees will still be entitled to all regular paid holidays. If a holiday falls on a regular day of rest (i.e., Monday) the employee shall take Tuesday off with pay. If a holiday falls on a regular day of rest (i.e., Friday) the employee shall take Thursday off with pay.
- 7.08** For holidays that fall on Tuesday, Wednesday, or Thursday, the day off shall be that day.
- 7.09** Compressed 4-day work week arrangements shall be initiated on a trial basis, and may be discontinued at any time at the request of either the employee or supervisor/department head. Units and department reserve the right to immediately suspend the arrangement in case of unanticipated circumstances regarding employee performance or operational needs.
- 7.10** 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/department head.
- 7.11** The employee shall work the hours agreed upon and obtain approval from the supervisor/department head in advance of working any overtime.
- 7.12** The supervisor/department head shall maintain open communication, ensure that the employee's hours of work do not fall below the normal work week hours and discuss with the employee any concerns as they arise.
- 7.13** A compressed 4-day work week arrangement does not change the employment contract.

Clerk's Annotation for Official Policy Book

Date of Adoption: August 19th, 2021

I certify that this 'Compressed Work Week Policy' was adopted by Council as indicated above.

Town Clerk:

Date:

APPENDIX A – COMPRESSED WORK WEEK ARRANGEMENT PROPOSAL FORM

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

To be filled out by the employee:

Employee Name : _____

Job Title: : _____

Employee Email : _____

Department : _____

Supervisor Name : _____

Supervisor Email : _____

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 : _____