CDS Compressed Work Week (CWW) Program

The Center for Data Science is offering compressed work weeks this summer, where employees may condense a standard workweek into fewer days by working additional hours during the week.

The compressed workweek schedule will allow an employee to condense a standard 5 day work week into 4 days. For our purposes, we are using only the most common option as the maximum compression offered, which is when an employee works 9.75 hours per day (including the required one hour per day for lunch), thereby completing their normal 40 hour work week (less one hour for lunch in relation to the 5th day not worked) in four days within the standard Monday through Friday schedule.

For a full-time administrator, "work hours" equate only to your normally scheduled work hours, since administrators are paid a salary that is not contingent on the number of hours you work and you are not eligible for overtime compensation.

To request a compressed work week (CWW) arrangement, the employee must be a full-time staff member or full-time administrator and complete the CWW request form. This form requires approval from the employee's supervisor and Courant's HR Officer. The CWW arrangement can be discontinued and/or modified by supervisors at any time. Please keep in mind that supervisors must ensure that there is adequate coverage during business hours throughout the summer.

Please see below additional guidelines governing CDS's Compressed Work Week policy. Supervisors and employees should review these guidelines and ensure they are familiar with the process for summer 2022 before completing the required CWW request form.

COMPRESSED WORK WEEK GUIDELINES

1) The compressed work week period for summer 2022 is June 6 - August 5, 2022. **There will be no compressed work week allowed the weeks of June 20th and July 4th, due to the Juneteenth and Fourth of July holidays.**

2) Newly hired employees are eligible to participate in the program if they have completed and passed probation.

3) **University vacation carryover provisions remain unchanged:** As the end of the academic year approaches, please be cognizant of your vacation balances. At a maximum, administrators may carry over half of their annual vacation allotment beyond August 31st.

If full-time employees have or will have an accrual of 15 or more days during the program period they will not be eligible to participate in the program.

3) Employees working an approved 4 day a week compressed work week will have 1.25 days of sick, vacation or personal time deducted from their banks when this time off is requested and approved during a compressed work week. If an employee does not have enough time to cover a day of sick or vacation during a compressed work week, the employee will be docked accordingly. For example: if your sick bank only contains one 8 hour sick day accrued and you take a sick day during your compressed work week, you will be short 1.75 hours to cover your sick day and your pay will be docked accordingly (but if your bank contains 8.75 hours or more, you will not be docked).

4) Employees will continue to accrue sick and vacation time at their normal rates during compressed work weeks.

5) Departments may require clerical staff to work overtime during a compressed work week for business reasons. Supervisors should provide as much advance notice for the need for overtime as possible. If this need does arise, clerical staff members will be paid overtime, as per the applicable collective bargaining agreement, for hours worked in excess of 35.

6) Normal business hours and coverage must be maintained for each department during compressed work weeks.

7) All employees in the department must have an equal opportunity for a compressed work week during the summer compressed work week period

8) Employees must work 9.75 hours 4 days per week (which includes taking the required one hour per day for lunch), in order to take one day off during the week..

9) The Center for Data Science retains the right to change, augment, or discontinue this program at any time without notice. This policy does not form or imply a contract of any kind.