

## **CIMS's Compressed Work Week (CWW) Program**

### Policy Statement

Work-life balance is an important component of a successful work place. In order to support employees' needs for such balance, we are embarking on a program which will offer administrators (code100) and support staff members (code 106,104), with approval of their supervisors, a compressed workweek. We believe that CIMS will operate at our usual high level of service and efficiency while affording our employees greater work schedule flexibility over the summer. The CWW program will commence June 1st and continue through August 31st. Note: An earlier start date can be approved by a supervisor and CIMS HR for code 106/104 employees in order to coincide with their official vacation period.

The compressed workweek schedule will allow an employee to condense a standard workweek into fewer 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 her/his 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. An employee whose standard work schedule involves working on weekends and/or holidays can however make a compressed workweek request.

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 workweek or CWW arrangement, the employee should be a full-time staff member or full-time administrator and complete the CWW request form. This form requires approval from the Supervisor and CIMS's HR Officer. The

CWW arrangement can be discontinued and/or modified by supervisors at any time. Please keep in mind that supervisors must insure that there is adequate coverage during business hours throughout the summer.

Please note: That as with all other policies, programs and benefits, the Courant Institute of Mathematical Sciences as a part of New York University 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. Below is a list of FAQ's which may help provide a more thorough explanation of the possible flexible work arrangements.

## FAQ's

### COMPRESSED WORK WEEK

- 1) Are new hire employees eligible to participate in the compressed work week program?

New hire employees are eligible to participate in the program if they have completed and passed probation.

- 2) If a full-time employee has a current accrual or will have an accrual of 15 days or more during the CWW period can they still participate in the program?

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) If an employee working an approved 4 day a week compressed work week takes a day off (sick, vacation or personal), how is the day off counted?

It is counted as 1.25 days off and should be deducted accordingly from the employee's appropriate time off accrual.

- 4) I am a regular full-time staff member and my supervisor has approved a flexible work arrangement for me transition from working the usual 5 day workweek to working a full-time 4 day compressed work week. When I start working a 4 day compressed workweek, will the accrual rate of my sick time increase in keeping with my longer, 9.75 hour work days (including one hour for lunch)?

No. As a regular full-time staff member whether you are working a 5 day work week (8 hours per day including one hour for lunch) or a 4 day work week (9.75 hours a day including one hour for lunch), you will still accrue one 8 hour sick day (including one hour for lunch) per full calendar month worked. Each sick day accrued and/or banked will equate to 8 hours including one hour for lunch. So, 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).

- 5) How is holiday pay handled for those on a compressed work week?

If an employee is working a compressed work week and a holiday falls on her/his regular day off, if the employee worked her/his regularly scheduled workday preceding and following the holiday or the employee is absent because of illness or injury and receives sick leave pay for the days involved, the employee shall receive an equal amount of compensatory time off (equal to 8 hours including one hour for lunch).

For staff covered by collective bargaining agreements, the compensatory time off must be granted within 10 days preceding or succeeding the holiday or, at the option of the

Employer, a staff member shall receive an additional day's straight-time pay. Please note that this answer is governed for staff by the prevailing collective bargaining agreement. If an employee is working a compressed work week (9.75 hours per day including one hour for lunch) and a holiday falls on her/his regular compressed work week, she/his will receive holiday pay equivalent to 8 hours (including the one hour lunch period) and will be granted the opportunity to make up the 1.75 hours of time lost. Staff are required to make up the time within the work week in which the holiday falls. If they fail to do so, they will be docked.

- 6) If a clerical staff member is approved to work a compressed workweek, but is then required to work overtime in any given week, what happens then?

Essentially, the staff member would need to come to work to invest the extra hours needed to get the work done. We ask that supervisors provide staff with as much advance notice of the need for overtime as possible. For example, employees working a base workweek in excess of 35 hours will be compensated for all hours worked in excess of 35 hours per week according to the applicable collective bargaining agreement. Please consult with HR for any other specific policies, guidelines or contractual obligations that may apply.

- 7) If an administrator is approved to work a compressed 4 day workweek, but still needs to work on the 5th day to get work completed, what happens then?

The administrator simply invests the extra hours (whether at work or at home, depending upon the nature of the work) on the normally scheduled day off to get the work done. This is no different from an administrator who works five days a week now, but also ends up working on all or part of her/his weekend. Unlike staff members, administrators are salaried employees and are not eligible for overtime.