



# **BOWIE STATE UNIVERSITY**

## **Compressed Work Week Plan**

### **2015**

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#### **Overview**

The purpose of this proposed plan is to establish the use of and to define the administration of the proposed Compressed Work Week Plan (CWWP) at Bowie State University. A CWWP would be offered in addition to other alternative work schedule plans to enhance work-life balance for employees as well as to ease the burden of costly commutes.

#### **POLICY**

Currently, it is the policy of Bowie State University to allow the use of Alternative Work Schedules via approved Flextime and Telework policies, when it is feasible and will in no way interfere with providing efficient and effective services to the campus community. The proposed Compressed Work Week Plan would be an addition to the existing policy.

#### **EFFECTIVE DATE**

**This policy will be in effect beginning June 10, 2015 through August 4, 2015.**

#### **ELIGIBILITY**

All Full-time Regular and Contingent II employees are eligible to participate in CWWP.

Employees who (1) have not completed their probationary period; (2) have been subject to disciplinary action during the previous 90 days; and/or (3) who did not achieve a "Meets Standards" rating or above on their most recent performance evaluation may not be eligible to work a CWWP.

Employees who work in departments which require 24/7 coverage (i.e., Public Safety) and staff working less than 80 hours a pay period are not eligible to participate in CWWP.

## **ADMINISTRATION OF COMPRESSED WORK WEEK PLAN (CWWP)**

There are various alternative work schedule options available to employees. This proposal deals exclusively with a Compressed Work Week Plan. A **Compressed Work Week** is an alternative work schedule which is comprised of four 10-hour days per week or 80 hours in a two week period worked over nine days instead of ten. There are three (3) options that could be followed:

- (1) **The 4/10 Schedule** (Exempt/Non-Exempt)- Employees work four 10-hour workdays per week either Monday – Thursday or Tuesday – Friday [total of 40 hours per week] earning Friday or Monday off.
- (2) **The 5-4/10 Schedule** (Exempt/Non-Exempt) – Employees work five 8-hour days in week 1, and four 10-hour days in week 2 with Friday or Monday off every other week.
- (3) **The 5-4/9 Schedule** (Exempt Only) - Employees work four 9-hour days and one 8-hour day in week 1, and work four 9-hour days in week 2 with Friday or Monday off.

### **Participation in CWWP is voluntary and subject to approval of the Department Head (or designee) and area Vice President.**

The Department Head (or designee) approves CWWP on a case-by-case basis. Eligible employees must submit a written request using the Alternative Work Schedule request form. In evaluating the request, the Department Head (or designee) will weigh such factors as the requesting employee's job responsibilities, the schedules requested by other employees, and the department's ability to continue meeting the service needs of the campus community.

The Department Head (or designee) is encouraged to make reasonable efforts to accommodate employees' requests for a CWWP. However, CWWP may not be appropriate in all areas of campus operation. If a request is denied, the Department Head (or designee) must provide a full justification for the denial with the request form.

## **COMPENSATION & BENEFITS**

Employees on an alternative work schedule earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional five day 8-hour weekly schedule.

Vacation and sick leave accrual schedules will not change. When leave is taken, employees are charged for their modified workday (i.e., 8, 9 or 10 hours).

Holiday leave is earned at the rate of 8 hours per holiday. When taken, it will be charged at the rate of 8 holiday leave hours and the remainder charged to accrued annual or personal leave if the employee is scheduled for a 9 or 10-hour day.

When a holiday falls on a scheduled day off, the employee will receive another day off during the week. This day off should be approved by their supervisor. Depending on the option chosen, the employee may have to use their accrued leave to supplement the holiday.

An alternative work schedule may be suspended or cancelled at any time. Exempt employees may be required to adjust their CWWP, as needed, to perform their jobs. Non-exempt employees may be asked to work overtime regardless of CWWP schedule.

A Department Head (or designee) may discontinue, temporarily suspend and/or alter the CWWP if work needs change or service is impaired. Staff may request a change in schedule with two (2) weeks advanced notice. Once approved, the effective date of the change **must** correspond to the beginning of the pay period.

Based on the operating needs of the department, temporary schedule changes may be made by the supervisor with two (2) working days advance notice unless otherwise agreed upon between the employee and supervisor.

The Senior Director of Human Resources has the general responsibility for overseeing the day-to-day implementation of this policy in accordance with payroll and legal requirements. Any requests for exceptions to this policy should be made in writing to the Department Head (or designee). The Department Head, in consultation with the Senior Director of Human Resources may grant exceptions.

## REFERENCES

1. University System of Maryland Interim Policy on Human Resources Management VII-6.00 <http://www.usmd.edu/regents/bylCWWP/SectionVII/VII600.html>
2. University System of Maryland Policy on Work Schedules for Regular Exempt Employees VII-6.10 <http://www.usmd.edu/regents/bylCWWP/SectionVII/VII610.html>