



Compressed Work Schedule Policy # 1710.060

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| INITIAL EFFECTIVE DATE: July 2005 | LAST REVISION DATE: February 12, 2021 | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee & Labor Relations |
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POLICY STATEMENT

A compressed workweek is one in which employees work their assigned number of hours but in fewer than 5 days in one week or fewer than 10 days in one pay period. Compressed work schedules will be granted in situations where job and business-related needs can continue to be met under a compressed schedule.

All full-time employees must work a 40-hour week (or 80-hours each pay period).

Eligible employees must complete form and obtain permission from their respective supervisor and final approval from Human Resources.

Operational requirements must be met.

Service to the customer must be maintained or improved. Costs to the university will not be increased.

Each office or operation must be covered during normal or core business hours.

Compressed work schedules must not diminish the ability of the department to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

Compressed workweek schedules must be set (not varying from pay period to pay period), but may be any of the following for a two week pay period:

- Four ten-hour days each week, with a workday off each week.
- Four nine-hour days and one four-hour workday off each week (one afternoon or morning off each week).

When a paid holiday falls on an employee’s regularly scheduled day off, the following may occur:



- The employee will be granted another day off during that pay period; paid leave is allocated by the hour and not the day.
- The employee may have the option of reverting back to the regular schedule during that pay period in which the holiday falls.

Exempt employees, by definition, will continue to receive the same salary from week to week regardless of the schedule worked.

The pre-approved compressed work schedule agreement may be terminated at any time based on business necessity.

SCOPE

This policy applies to all employees except AFSCME covered employees. AFSCME employees should look to the Collective Bargaining Agreement for information regarding the compressed workweek.

REASON FOR POLICY

To promote alternative work schedules for employees consistent with the University's efforts toward work/life balance.

DEFINITIONS

| TERM | DEFINITIONS |
|------|-------------|
| N/A | N/A |

ROLES AND RESPONSIBILITIES

Employees must receive prior approval from their supervisor before changing their schedule. Supervisors will monitor the work to ensure work is not negatively impacted by the altered schedule. If the work is affected, the supervisor should cease the arrangement. Employee & Labor Relations will either approve or deny request and will also provide guidance throughout the process.

RELATED RESOURCES

N/A



CONTACTS

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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 12, 2021