COMPRESSED WORK WEEK, ALTERNATE WORK SCHEDULE AND FLEXIBLE WORK SCHEDULE

The Technical College System of Georgia believes there are significant economic, personal, and production benefits that may be obtained by providing employees alternatives to the usual work week of five, eight-hour days. This policy is designed to help managers and employees understand Variable Working Hours and their associated rights and responsibilities. This policy provides a general framework. It does not attempt to address the special conditions and needs of all technical colleges.

Compressed Work Week – A work week made up of four (4) ten-hour (10) work days with fixed hours each work day, plus a lunch break. The lunch period may be of 30, 45 or 60 minute duration.

- Sick days or vacation days will be calculated at ten hours for each day taken.
- Employees on jury duty will revert back to a five day, 8-hour days for the duration of jury service.
- Holidays are credited at eight hours each. Holidays falling on an employee's regular work day can be handled in one of the following ways:
    - The employee can take the holiday and revert back to the five day/40 hour schedule for that week.
    - The employee can maintain the compressed work week schedule, taking two hours of vacation time on the holiday day.
- Holidays falling on an employee's day off can be handled in one of the following ways:
    - The employee can take the holiday and revert back to the five/40 hour schedule for that week.
    - With management's approval, based on operational necessities, the employee can take another day off during the same work week and, in addition, take two hours of vacation time on that day.

Approval of a request is subject to business needs of the work unit and may be rescinded at any time that the business needs change. Each request for a Four Day Work Week schedule shall be approved by the employee's supervisor/director.

Advanced written approval shall be required for any employee to work a Four Day Work Week in lieu of the standard five day work week. This advance approval must be obtained prior to the beginning of any change in scheduled hours.

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The employee must complete a Four Day Work Week Schedule Agreement.

Employees whose performance is considered to be less than 'Meets Expectations' may not be eligible for a Four Day Work Week schedule.

Subject to prior approval of the supervisor/director, the scheduled off day during a work week may be changed on a temporary or permanent basis.

Alternate Work Schedule – A two week work period made up of 8 nine-hour days, 1 eight-hour day and 1 eight-hour off day, with fixed work hours, plus a lunch break of 45 minute duration.

Each employee working this schedule will have a unique work week. The work week begins and ends mid day on the day approved as the off day. All normal work days, Monday, Tuesday, Wednesday, Thursday and Friday, must be utilized as the off day when establishing this schedule. Each manager is responsible for setting work schedules to ensure that each employee is scheduled for the correct number of hours in each work week. Non-exempt employees must take the same day off every two weeks to ensure that they do not work more than 40 hours in a workweek. Exempt staff can use a pre-set schedule or establish a schedule based upon unit workloads.

Each manager is responsible to ensure that Fair Labor Standards Act (FLSA) regulations in regard to work are adhered to when scheduling covered employees. Contact the personnel office if there are any questions about an employee's work schedule.

Work hours for a nine hour day are as follows:

7:00 AM – 4:45 PM
7:15 AM – 5:00 PM
7:30 AM – 5:15 PM
7:45 AM – 5:30 PM
8:00 AM – 5:45 PM
8:15 AM – 6:00 PM
8:30 AM – 6:15 PM
8:45 AM – 6:30 PM
9:00 AM – 6:45 PM
9:15 AM – 7:00 PM

Work hours for the eight hour day will be determined by the manager.

The employee will work 40 hours each week even though s/he will be working over 9 days and not 10 within the two week period. The break down is:

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Week 1: work 4 days @ 9 hours for 36 hours
work 1 day @ 8 hours. The first 4 hours are reported in week 1 while the last 4 hours are reported in week 2. This day is usually the same day of the week as is taken as the off day in the second week.
Week 2: work 4 days @ 9 hours for 36 hours
1 day off @ 8 hours

The 8 hours worked in the first week when split between the two weeks and added to the 36 hours worked in each week equals 40 hours worked each week.

Below are examples of how this schedule is applied:

With a Friday Off day

SUN	MON	TUES	WED	THURS	FRI	SAT
9	**10** 9 hours	**11** 9 hours	**12** 9 hours	**13** 9 hours	**14** 8 hours 4 hours counted this week; 4 in next week	**15**
16	**17** 9 hours	**18** 9 hours	**19** 9 hours	**20** 9 hours	**21** **Day Off**	**22**

With a Monday Off day

SUN	MON	TUES	WED	THURS	FRI	SAT
9	**10** 8 hours 4 hours counted in previous week; 4 in this	**11** 9 hours	**12** 9 hours	**13** 9 hours	**14** 9 hours	**15**
16	**17** **Day Off**	**18** 9 hours	**19** 9 hours	**20** 9 hours	**21** 9 hours	**22**
23	**24** 8 hours 4 hours counted in previous week; 4 in this	**25** 9 hours	**26** 9 hours	**27** 9 hours	**28** 9 hours	**29** 9 hours

In the Monday example, the first work week begins mid-day Monday, May 10th, and ends mid-day Monday, May 17th. The second work week begins mid-day Monday, May 17th, and ends mid-day Monday, May 24th.

Annual and sick leave usage must match the alternate schedule. For example, if the employee is scheduled to work 9 hours and is ill and cannot report to work, he will need to submit a leave request for 9 hours of sick leave.

Flexible Work Schedule – A five-day forty hour work week made up of hours other than the standard 8 a.m. to 5 p.m. work day. This concept allows employees to work an 8 hour schedule within limits of a "core" period of, for example, 6:30 a.m. to 6:30 p.m. The first requirement here is that key position(s) always be staffed during the official work hours of 8:00 a.m. to 4:45 p.m. Managers may permit employees to choose a schedule starting and ending an hour or half-hour apart, "staggering" arrival times, but requiring all employees to be present during specified core hours of the day.

Employees are given the opportunity to request their preferred work schedule and hours. However, the supervisor and/or the president will make the final determination. When establishing flexible schedules it must be remembered to provide reasonable customer access to staff, staff access to customers, effective work outcomes and excellent service delivery. Approval of flexible schedules will be based on several factors, including staffing needs, adherence to the provisions of the Fair Labor Stands Act and accessibility to managers, customers and co-workers. Reasonable effort will be made to accommodate employees' requests whenever individual preferences do not interfere with the accomplishment of the objectives of the organization. Seniority, job performance and/or other work-related factors may be considered when making individual determinations.