

 DRYDEN		POLICY
SECTION: HUMAN RESOURCES		NO: HR-CW-01
REFERENCE: Compressed Work Week		Date: July 13, 2026
		Next Review Date:

TITLE: Compressed Work Week Arrangement (CWWA)

1.0 POLICY

- 1.1 The City of Dryden is committed to service excellence for ratepayers and to the growth and wellbeing of employees. As a progressive employer, the City recognizes that work-life balance is important to a productive workplace and is a tool for attracting, supporting and retaining qualified and dedicated staff.
- 1.2 Compressed Work Week Arrangements provide many benefits but will not be implemented in instances where it may diminish the level or quality of service, if it would result in an additional cost to the City (ex. overtime pay), or it would adversely affect other employees' ability to deliver service.

2.0 PURPOSE

- 2.1 The purpose of this program is to ensure consistency, fairness and transparency in the consideration of Compressed Work Week Arrangements, as well as to provide information and outline expectations and responsibilities for employees who are eligible to participate in a Compressed Work Week Arrangement.

3.0 SCOPE

- 3.1 This program will apply on a case-by-case basis, where feasible and solely at the discretion of the City of Dryden. The City will consider operational requirements, cost effectiveness of the arrangement and impacts on service levels, customer service, and co-workers.
- 3.2 The approval and continuation of a Compressed Work Week Arrangement is at the CAO's discretion and can be cancelled, amended or modified at any time.
- 3.3 In emergency situations, including but not limited to operational disruptions, public safety incidents, severe weather events or other circumstances impacting service delivery, Compressed Work Week Arrangements may be immediately

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- suspended, requiring employees to revert to a standard work schedule for the duration of the emergency.
- 3.4 Any approved Compressed Work Week Arrangements will be withdrawn if an employee moves to a new role or department. If the employee wishes to continue the arrangement in the new position or department, they must discuss options with their new Manager.
- 3.5 Compressed Work Week Arrangements will not be approved if they create an additional cost to the City. Hours worked in addition to the employee's regular workday that are being accumulated/used as part of a Compressed Work Week arrangement are not eligible for overtime pay (subject to the *Employment Standards Act*, Employment Contracts, Collective Agreement). For example, if an employee's regular pay period consists of 80 hours, the total hours worked within that period (regardless of the hours worked per day) should equate to 80 hours and will be paid at straight time.
- 3.6 The implementation (or cancelation) of a Compressed Work Week arrangement does not change the terms and conditions of employment for an employee, and employees are required to comply with all City policies, procedures, collective agreements and legislation including but not limited to the *Employment Standards Act* and the *Occupational Health & Safety Act*.

4.0 PROCEDURE

Compressed Work Week

- 4.1 Under an approved CWWA, employees work a longer workday in exchange for a reduction in the number of working days in a week or a pay period. There are three options for a compressed work week:
1. Five (5) working days compressed into four (4) working days with one (1) day off in the same week.
 2. Five (5) working days compressed into four and one half (4-1/2) working days with one half (1/2) day off in the same week.
 3. Ten (10) working days compressed into nine (9) working days with one (1) day off in two weeks in the same pay period.
- 4.2 As per the *Employment Standards Act*, employees must take a minimum of 30-minute unpaid lunch each day.
- 4.3 A compressed work week is a fixed arrangement and does not vary from one pay period to the next. As a compressed work week arrangement requires working the standard number of hours in a pay period cycle, earned compressed time off cannot be accumulated, banked or moved from one week to the next or one day to the next (if your day off is every Friday it cannot be Friday one week and Monday the next week).
- 4.4 Compressed work week schedules must align with the start of a pay period and cannot straddle pay periods. The hours worked and time taken off cannot be

extended beyond a single pay period. In situations of sudden illness, family emergencies or bereavement leave, exceptions may be made to allow participants to utilize the hours they may have already worked. This will be on a case-by-case basis only and approved by the Manager.

- 4.5 Each participating department is responsible for maintaining coverage in order to remain open Monday through Friday, during business hours of 8:30am-4:30pm. Each department will establish a method of scheduling that best suits their needs. Not all employees can take Mondays or Fridays to extend weekends, and departments may want to rotate days taken to ensure fairness to participants.
- 4.6 It is the City's expectation that employees will, as per current practice, attempt to schedule personal appointments or commitments outside of working hours to minimize disruption to the workplace and the ability to deliver service excellence. When this is not possible, personal day entitlements will be available per the Collective Agreement, Policies or Employment Agreements.

Eligibility

- 4.7 This program is available to eligible full-time permanent non-union and IBEW 1730 employees. Any eligible employee can request consideration of a compressed work week by completing and submitting an application (See Appendix A) to their manager. Approval of individual requests for a compressed work week rests solely with the head of each department. Any compressed work arrangement is applicable to the current employee/position and subject to reassessment if the incumbent should vacate the position or if the position changes in any way.
- 4.8 The department head will continue to assess established compressed work week arrangements and will decide as to whether that department may participate or continue to participate in the program based on workload, operational needs and schedules.
- 4.9 Summer students and temporary employees may participate if the department head deems it feasible and has confirmed with the Human Resources department that no contract violations or funding issues will occur as a result.

Directors/Managers/Supervisors

When reviewing employee requests for a CWWA's, management should consider the following:

- Whether the position that the employee occupies is compatible with a compressed work week;
- Whether a compressed work week fits with the overall operations of the department or division;
- Whether the specific duties of the position can be appropriately backfilled or accommodated when an employee takes a compressed day;
- Whether all job duties can be accomplished as effectively and efficiently under this arrangement as under the traditional work schedule;

- Whether any performance issues affecting employee supervision and program direction need to be considered or resolved;
- Whether there are adequate resources in the department to administer and monitor the compressed work week;
- Whether there are any health and safety issues involved in working outside the normal working hours that need to be resolved before approving an arrangement;
- Whether there are peak periods during which employees will be unable to participate in compressed work weeks due to operational requirements.

Employee Considerations

When considering participating in a compressed work week program, employees should consider the following;

- Whether the duties of their position will be accomplished as efficiently in a compressed work week as on the regular schedule;
- Whether the employee's personal schedule and circumstances align with the requirements of a compressed work week;
- Whether a compressed work schedule will have any impact on co-workers (in the same and other units) and their ability to complete their job functions;
- Whether planned upcoming vacancies will make participation in the compressed work week program more disruptive in nature.

Operational Reasons for Variations to Schedules

- 4.10 There may be specific times/events when a compressed work week may not be feasible due to operational reasons. During peak periods of vacations, other employees' leaves of absence or extraordinary work requirements, employees may be required to suspend their compressed work week schedule and revert to their normal hours of work.
- 4.11 Where the employer requires an employee to work on a scheduled compressed day off, the hours worked on that day shall be treated as regular hours of work and shall not be considered overtime, unless otherwise required by the applicable Collective Agreement or employment contract. The missed compressed day off will be reschedule based on operational requirements, subject to discussion with the employee and approval by the manager and shall be taken at a mutually agreed upon time.

Vacation in a Compressed Work Week Schedule

- 4.12 Employees on a compressed work schedule must utilize vacation/lieu time credits equivalent to all scheduled hours of the shift for the vacation day taken. (Ex. if you are working a 10-hour day you must use 10 hours vacation to cover the day).
- 4.13 Directors and Managers may at their discretion ask that staff revert to a standard 5-day workweek for the purpose of vacation coverage.

Statutory Holidays, Sick Time and Unplanned Absences

- 4.14 When the City observes a statutory holiday, the employee shall receive pay in accordance with the hours they would normally have been scheduled to work on that day, as outlined in the City's policy HR-HO-01 or the applicable Collective Agreement.
- 4.15 If an unplanned absence, such as sick/personal or bereavement creates the need for more than one standard workday in the same work period, employees should discuss possible solutions with their manager in consultation with the Human Resources department. Depending on which week of the pay period the unplanned absence occurs and when the participant has their compressed day scheduled, there may be a need to revert to standard working hours until the next pay period commences or to adjust their schedule to make up additional hours.
- 4.16 Employees who are absent due to illness must utilize their sick leave credits to cover all hours scheduled. (ex. if working 10's must use 10 hours of sick leave). Where sufficient sick leave credits are not available, employees may use other available banked credits (vacation/lieu) at the discretion of management and, on request of the employee, or the absence will be unpaid for the remaining hours.
- 4.17 Employees participating in a modified return to work program due to illness or injury will have their compressed work schedule suspended for the duration of the accommodation period and will be required to work a standard work schedule unless otherwise approved by the Employer.
- 4.18 Directors and Managers may at their discretion ask that staff revert to a standard 5-day workweek on the week or pay period that a statutory holiday falls.

Cancellation of CWWA

- 4.19 The City reserves the right to terminate any CWWA at any time for any reason with 14 days written notification to the employee.
- 4.20 Employees wishing to terminate a CWWA are required to speak to their manager to ensure that the termination is in the best interest of the department. Employees will provide 14 days written notice to their manager to end their arrangement.

History			
Approval Date:	July 13, 2026	Approved by:	By-Law 2026-44
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	



Appendix A

Compressed Work Week Arrangement (CWWA)

Application Form

Employee Name: _____

Date: _____

Department: _____

Position: _____

Director: _____

Compressed Work Week Arrangement

1. Please indicate your total hours worked per week:

☐ 35 hours per week

☐ 40 hours per week

2. Please select the compressed schedule you are seeking approval for:

☐ Five (5) working days compressed into four (4) working days with 1 day off in the same week.

☐ Five (5) working days compressed into four and one half (4-1/2) working days with 1 day off in the same week.

☐ Ten (10) working days compressed into nine (9) working days with 1 day off in two weeks in the same pay period.

3. Please indicate the length of unpaid lunch per day:

☐ ½ hour

☐ 1 hour

Application Outcome

1. Compressed work week application approved.

☐ The application has been approved in consultation with the employee, and the approved schedule is set out below.

Approved Schedule:

Day of Week	Shift Start Time	Shift End Time	Total Hours Worked	Work Location
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
	Total per Pay Period:			

2. Compressed work week application denied.

- ☐ The application has been denied following consultation with the employee.

3. Business rationale for denying the application:

- ☐ Unreasonable implementation costs to the corporation.
☐ Lack of adequate staffing and coverage.
☐ Impact on customer service.
☐ Loss of efficiency and/or productivity.
☐ Unreasonable impact to the working arrangements of other employees.
☐ Other: _____

Note: An application for a compressed work arrangement may be denied on reasonable business grounds, including but not limited to the above.

Outcome discussed with employee: Date: _____

Signatures: _____ **Employee:** _____

Department Head: _____

****Note:** Please keep a copy for your records prior to sending to Human Resources. ******

Compressed Work Week Arrangement (CWWA) Employee Agreement

By signing below, I acknowledge that I have read and understand the Compressed Work Week Arrangement Policy HR-CW-01 and the associated expectations related to your request.

I agree to abide by and operate in accordance with the terms and conditions under which the CWWA is offered.

I agree that the sole purpose of this agreement is to regulate a compressed work week arrangement, and it neither constitutes an employment contract nor an amendment to any existing contract.

I understand that this agreement may be terminated at any time, by myself, giving fourteen (14) days advance notice to my manager, unless it is not reasonably possible to give such notice.

I understand that the Employer's policies and directives are subject to change from time to time which could result in termination of this agreement by the Employer, in accordance with the notice period in the Compressed Work Week Arrangement Policy HR-CW-01, unless it is not reasonably possible to give such notice.

Employee Signature: _____

Date: _____

By signing below, the director approves the above request:

Dept. Head's Name: _____

Dept. Head's Title: _____

Dept. Head's Signature: _____

Date: _____

**Please send a copy of this executed agreement to the Human Resources department for filing. **