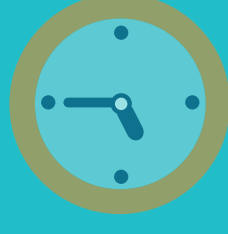


# Work Schedule Alternatives



## How Commuter Connections can help your company.

- Identify job types best suited to alternative work schedules
- Advise on issues related to schedule changes (legal, union contracts, etc.)
- Survey employees and managers for planning input
- Recommend program policies and procedures
- Develop pilot programs and evaluate results



**METROPOLITAN WASHINGTON  
COUNCIL OF GOVERNMENTS**

Commuter Connections  
777 N. Capitol St, N.E., Suite 300  
Washington, D.C. 20002-4290

[www.commuterconnections.org](http://www.commuterconnections.org)  
1-800-745-RIDE

TDD (202) 962-3213

Printed on recycled paper.

06-15



# What are Work Schedule Alternatives?

The most common time-management options for employers are variable work hours (also called flextime) and compressed work week schedules. Flextime programs, in which employees are given the option of adjusting their arrival and departure times, are proven ways to reduce congestion at peak travel times. Compressed work schedules (such as a four-day, 40 hour work week) can eliminate commuting altogether one day a week for many employees. Companies with such programs report less absenteeism, fewer tardy employees, and less use of sick leave.

## Advantages of flextime and compressed work schedules

- Changes can be implemented company-wide or by department
- Increased coverage for companies that communicate across time zones or whose customers require extended hours
- Employees travel to and from work with less stress during off-peak hours
- Less use of leave time due to greater flexibility in planning personal and medical appointments
- Increases employee morale
- Employees can choose to work during their most productive hours (flextime)
- Reduces spot congestion at work site entrances

In today's competitive business world, variable work hours offer a creative way of developing an array of employee benefits while at the same time addressing an employer's transportation needs.

## Flextime

Flextime allows employees the option of changing starting and ending times each workday. Most flextime programs include a core period which refers to selected hours during the workday in which all employees are present. During this time, meetings and other activities which require employer-wide or department-wide coordination are scheduled.

## Compressed work week

A compressed work week schedule permits employees to finish their usual number of working hours in fewer days per week or fewer days per pay period. Some consideration must be given for coverage of those individuals who are on a compressed work week day off. In order to coordinate operations within a department, everyone may not be able to take a day off at the same time, though it is also possible for an employer to completely close on a selected day. Experience has shown that the order of preference for days off is Friday, Monday, Wednesday, Thursday and Tuesday. The two schedule configurations below are commonly used variations:

### Four/Forty (4/40) Schedule

Under this plan, employees work the usual 40 hours in four ten-hour days, with the fifth day off.

### Nine/Eighty (9/80) Schedule

This option allows employees to work their usual number of hours in a two-week pay period in nine days, with the tenth day off.

## Staggered work hours

Staggered work hour programs stagger employees' starting and ending times by 15 minute two-hour ranges. The main purpose behind this program is to shift some people out of the peak commuting period in order to relieve traffic congestion. Below are the more common staggered work hour plans:

**Departmental**- Under this plan, departments or working units are assigned different starting times by management. Starting times for each unit can vary from 15-minute time intervals up to two-hour intervals.

**Individual**- Under this option, employers assign individual employees staggered starting times.

Employees do not have a choice among starting times; employers set their assignments. Starting times may be staggered from 15-minute time intervals up to two-hour intervals. Employers within departments or work units may be assigned different starting times.



To set up or jump-start your program today, call **Commuter Connections at 1-800-745-RIDE** or visit [www.commuterconnections.org](http://www.commuterconnections.org).