

## Compressed work schedules for CUPEU employees

### Guidelines for managers

Following the renewal of the 2021-2023 CUPEU Collective Agreement, the University has signed a letter of agreement allowing CUPEU employees to avail themselves of a compressed work schedule, provided that the compressed work schedules meet departmental needs.

#### Key criteria for approval

- The needs of the departments/units.
- The employee's position and the inherent obligations of the position.
- The desire of the employee to have a compressed work schedule.
- Compressed work schedule does not reduce the number of hours worked.

#### Agreement and approval process

- Discuss and agree on a schedule with the employee.
- Ask the employee to submit the "Request Form for Compressed Work Week."
- Following the agreement, please confirm the agreed-upon schedule and start date in writing by submitting the "Request Form for Compressed Work Week".
- The form should be completed and signed and signed in a timely manner, normally within 15 days of the request being submitted.
- Send the final signed form to the employee via email.

#### Refusing requests

If you decline a request, provide the reason(s) for refusal in writing based on:

- The needs of the departments/units;
- The employee's position and the inherent obligations of the position;
- Other valid reason(s) (Reach out to the Employee and Labour Relations Department).

Please provide the reason(s) in a timely manner, normally within 15 days of the request being submitted.

#### Schedule duration & renewal

Compressed work week agreements cannot exceed the periods below. They may begin at any time during the periods below, but must be renewed with a new signed form once the period limit has been reached.

- Periods: September to April or May to August.
- Renewal is possible if both the employee and the supervisor agree.

Please note that the summer hours schedule runs each year for ten (10) weeks, from mid-June to mid-August. A new agreement may be arranged to cover this period.

## Flexibility

- Employees can request to redistribute work hours over a 1- or 2-week period, provided the position permits (the total number of work hours remain the same).
- Supervisors and employees can agree on alternate hour distributions.

## Equity in schedules

- The compressed work schedule in each department is set up as equitably as possible.

## Changing approved working schedules

- If two employees in the same department/unit want to swap their weekly days off or compressed work schedules, they must obtain prior approval from their immediate supervisor.

## Overtime

- All work performed by an employee outside of the workday or work week agreed in the compressed work schedule is considered as overtime, if approved in advance by the immediate supervisor.

## Managing outside MyTime

- Note that compressed work schedules cannot be managed in My Time (UNITY).
- Work performed outside the employee approved work schedules should be documented manually.

For any questions regarding the compressed work schedule guidelines for CUPEU employees, please contact Employee & Labour Relations at [labour@concordia.ca](mailto:labour@concordia.ca).