**Compressed Work Week Do's for Employees**

**COMMUNICATION**

* Make sure that you and your supervisor agree on the which day of the week should be an off day and the core schedule for the work hours
* Ensure that your colleagues are aware of your schedule as well
* If you use outlook or another electronic calendar indicate your day off
* Do not work overtime, unless you have approval

**PRODUCTIVITY**

* Stick to all deadlines and keep your work organized
* Make sure that your productivity level stays consistent
* Take breaks throughout the day
* Longer hours may result in fatigue, try to integrate healthy habits such as taking a brisk walk during your breaks
* Have lunch away from your office desk
* Schedule doctor’s and any other personal appointments on your day off

**Compressed Work Week Don’ts for Employees**

**HABITS**

* Don’t change your schedule during the working week. Start at the same time, end at the same time and take breaks
* Don’t fall into the practice of working on your day off, unless there is a work emergency.

**PRODUCTIVITY**

* Don’t stay in the program if you feel tired and stressed or if your productivity drops. However, keep in mind that it may take a few weeks to get used to the longer days at work

**Compressed Work Week Do's for Managers**

**COMMUNICATION**

* Develop good communication and access procedures for your employees so they are clear about start and end times as well as the exact day off during the working week
* Ensure that all staff have access to other employees’ schedules through outlook or another electronic calendar
* Encourage employees to schedule personal appointments on their day off

**PRODUCTIVITY**

* Manage by measuring results
* Ensure that you have a performance evaluation process in place
* Make sure that employees take breaks and lunch away from their desk
* Watch out for fatigue

**MANAGING**

* Be prepared if the new schedule doesn’t work well. Allow the employee to terminate participation in the alternative work schedule
* Respect the employee’s compressed work weekday off

**Compressed Work Week Don’ts for Managers**

**COMMUNICATION**

* Don’t call or email the employee on their compressed work weekday off
* If there is a work emergency, talk to your employee if they can switch their day off for another day during that week
* Be respectful of the agreed upon schedule

**PRODUCTIVITY**

* Don’t expect perfection; there will be adjustments needed
* Don’t set unrealistic deadlines for projects
* Don’t allow people with performance issues to work on an alternative work schedule until they improve

**MANAGING**

* Don’t neglect problems
* Don't feel obligated to continue the arrangement if it's not working