FLEX SCHEDULE & CWW

Employers can increase productivity and morale by offering flexible “flex” schedules and/or compressed work week (CWW) programs.

**Flex-Schedule**
Allow employees to come to work during non-peak hours of traffic, making their commute quicker and less stressful while reducing traffic congestion for everyone.

**Compressed Work Week**
Allow employees to work the same hours each week but longer hours each day, allowing a day off each week or every other week.

**Company Example**
The Human Resources and Transportation Services departments at the University of Washington have coordinated efforts to provide a robust and highly utilized flexwork policy. Flexwork is available to any employee who meets qualification standards, makes a proposal, and receives approval from a supervisor.
FLEX SCHEDULE & CWW CHECKLIST

☐ Make a case for Flex-Schedule/CWW based on current job descriptions and employee commute demands.

☐ Determine program goals such as number of participating employees, employee retention, and employee satisfaction levels.

☐ Formalize policies and forms (e.g., employee agreement).

☐ Train managers and supervisors on employee eligibility, best-practices, and enrollment.

☐ Communicate and launch program.

Resources

- King County’s WorkSmart Program
- University of Washington
- UC Davis WorkLife and Wellness
- Commute Solutions