

Impact level
Advanced

# 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