

## Sample Compressed Work Schedule Checklist

### Section 1: Identify Employee Needs & Criteria

S/N	Issues to Consider	Comments
1	Reason(s) for request to do compressed work schedule	
2	Compressed work schedule arrangement requested <input type="checkbox"/> 4/40 schedule <input type="checkbox"/> 9/80 schedule <input type="checkbox"/> 3/12 schedule <input type="checkbox"/> 5-4/9 schedule <input type="checkbox"/> Others (please provide details)	
3	Requested duration, e.g. 3 months, 1 year, permanently, etc.	
4	What are the eligibility criteria for compressed work schedule? This may vary between organisations, e.g. length of service, performance ranking, job role, etc.	
5	Does the employee fulfil the criteria?	

### Section 2: Identify Business Needs

S/N	Issues to Consider	Comments
1	Can the job be done effectively within the proposed schedule? Consider job scope and responsibilities – these may need to be re-designed or re-allocated. The revised job scope should be clearly communicated to avoid any future misunderstanding.	
2	Does the employee demonstrate the necessary skills, ability and experience to do the job under the proposed schedule? Refer to employee's performance appraisal records.	
3	What issues would the proposed schedule present to external and/or internal customers, co-workers, managers, etc.?	

	Consider the job responsibilities and impact on other parties. Job responsibilities should not be passed down to another co-worker unless there is agreed re-definition of job scopes which will then have to be clearly defined.	
4	Can these issues be resolved?	
5	What criteria will be used to monitor performance and results? Managers should have clear standards and evaluate all employees based on similar standards. These standards should be clearly communicated before the compressed work schedule begins to avoid future misunderstanding.	
6	What review process will be used to evaluate the arrangement?	

### Section 3: Administration and Logistics

S/N	Issues to Consider	Comments
1	<p>Has the impact on salary and benefits been clarified?</p> <p>Employees on a compressed work schedule work the same number of hours as a full-time employee and therefore should not have fewer responsibilities than their previous job scope. However, they may have different responsibilities and requirements due to the change in work schedule. Salary should be the same as a full-time employee's and commensurate with any change in job responsibilities and requirements.</p> <p>To avoid misunderstanding over benefits, the management should clarify issues related to specific day(s) of work, e.g. public holidays. In most practices, specific benefits are often only related to days of work, i.e. if a public holiday falls on a day the employee does not work, he or she is not awarded a day off. Likewise, if it falls on a day of work, he or she is entitled to the public holiday.</p>	
2	Has a manager/supervisor been assigned to oversee the employee on the compressed work schedule?	
3	Have issues regarding communication, e.g. participation in department meetings, communication with co-workers, etc. been identified?	

4	Can these issues be resolved?	
5	Has a cost-benefit analysis been conducted (where applicable)? What is the outcome of the analysis?	
6	What immediate or long-range savings might result from the proposed schedule?	