

Alternative Work Schedules.

Shifting commute times avoids traffic delays.

As traffic congestion becomes more prevalent in Atlanta, companies are increasingly adding alternative work schedule (AWS) programs to address productivity and work-life balance issues. AWS programs have been used for 60 years to avoid peak traffic congestion periods by shifting or eliminating the commute with adjusted work hours. There are several variations of AWS:

- **Flex-time** – allows employees to begin work early in the day or stay late, while working the same number of hours per day.
- **Compressed Work Week** – allows an employee to work longer days in exchange for a day off. A typical CWW is a 9/80 – employees work eight nine-hour days and one eight-hour day, then take the tenth day off.
- **Staggered Scheduling** – a coordinated effort to spread out the peak commuting period to relieve congestion in the immediate vicinity of the workplace. Work start and end times are assigned and shifts can vary by as little as 15 minutes.

Employers are likely to experience increases in productivity due to increased morale, reduced tardiness and absenteeism, and improved recruitment and retention.

Benefits of AWS

Employers benefit from an alternative work schedule program in several ways. Employers are likely to experience increases in productivity due to increased morale, reduced tardiness and absenteeism, and improved recruitment and retention. Employees will benefit from greater job satisfaction, an easier commute, flexibility to work when most productive, and improved work-life balance.



Things to consider

When developing an AWS program, there are a number of factors an employer should consider:

- Coverage – making sure your resource needs are met
- Eligibility – developing criteria to determine which positions and people can participate
- Hardship – ensuring the program is not negatively affecting certain employees
- Holidays – making sure the AWS meshes with holiday schedules
- Rideshare arrangements – developing staggered hours that don't hinder ridesharing

Implementing an AWS program

If you are thinking of starting an AWS program or expanding the existing program at your company, some important steps can help ensure success:

- Assign a project coordinator
- Set up a steering committee
- Identify program parameters
- Determine how to handle holidays and vacation time
- Develop core work hours and general coverage
- Assess cost of program
- Develop a written policy
- Introduce AWS program to staff
- Monitor and evaluate results