

**N E W J E R S E Y S C H O O L B O A R D S  
A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

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**PERSONNEL  
COMPRESSED WORKWEEK**

Compressed Workweek

Compressed workweeks are alternative work arrangements where a standard workweek is reduced to fewer than five days, and employees make up the full number of hours per-week by working longer hours.

The Executive Director, at his/her discretion, may authorize a compressed workweek for purposes including, but not limited to, meeting seasonal demands or responding to an energy crisis. Department directors are responsible for the adjustment of workload and routines, ensuring that Association functions continue uninterrupted and that customer needs are met.

Staff members on a compressed workweek are permitted to take days off per policy. Any time off during the compressed workweek will require prior approval.

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