



As oil prices gyrate, employees want -- and companies consider offering -- compressed work weeks. Many myths stand in the way of this flexible option.

Our experience debunks these 6 pervasive **myths** and can guide you to success:

**1. 4-day week = 3-day weekend** The 4-day workweek, or 9-day workweek over two weeks, are **workweeks**. A focus on work and customer service, not long weekends, argues for taking the "flex day" off on days other than Monday or Friday. Since longer days can be tiring, a Wednesday off can be rejuvenating -- and flex days can rotate. Strong managers expect, and committed employees will embrace this approach.

**2. "With 5/10s now, why give 4/10s?"** Measuring exempt contribution by hours alone is a misleading and imprecise metric. And our company research and dozens of other studies cast doubt on the long hours myth. Case by case analysis of hours and "lost contribution" -- not broad generalization better defines who can compress.

**3. Compressed is for all employees** The use of "summer hours" (4-1/2 day week with Friday PM off) and compressed for whole groups of non-exempts build this myth. But CWWs can be well-managed individual options.

**4. These can work for everyone** Wrong. People's stamina, child care needs and personal preference can lead to failure. We use tested diagnostic surveys to help predict the likelihood of success. One size does not fit all for any flexible option.

**5. Customer service will take care of itself** Quality service cannot be assumed; it must be baked into these arrangements. That starts by installing a process requiring employees to identify any adverse impacts of a schedule and develop a mitigation plan. No mitigation? No approval.

**6. Training is unnecessary** Compressed workweeks are challenging for managers and employees. Sending people off without support is an invitation to trouble. At the least good online training is called for.

For a fuller view of our approach, tools and tips for compressed workweeks and telecommuting please go to our [TripSaver Tools](#) website. These tools are based on the experience of hundreds of thousands of users.

Wonder what our clients say about these tools? Give me a call and I will be glad to connect you with our satisfied clients.

Sincerely,

Paul Rupert  
President  
Rupert & Company  
4709 Langdrum Lane  
Chevy Chase, MD 20815  
301-873-8489

[paul@rupert-co.com](mailto:paul@rupert-co.com)

© 2008 by Rupert & Company. All rights reserved