Ideas Hub

# Arts Midwest’s Four-Day Work Week Trial Plan

Before implementing a four-day work week, it's crucial to consider all aspects of your organization and how this change might affect your team and how you operate. Here is Arts Midwest’s trial plan that you can reference as you build your own.

### Our Basic Agreements

* Our trial will last six months, from July 2022 to December 2022.
* During our trial, our schedule will be Monday to Thursday, with Fridays off. This will help minimize confusion about our schedule and help us to communicate externally about when we’re available to work.
* Our workday length is not changing during the trial.
* There will be no change to compensation as a result of the four-day work week.
* We understand that the four-day work week is not an alternative to flexible scheduling during the work week. It is still okay to use PTO for personal errands or appointments or to flex hours within the work week.

### Communication Plan

* We will communicate proactively and honestly about our new schedule and our reasons for trying the four-day work week.
* Before the start of the trial, we will communicate our new schedule to all constituents through an email.
* We will share our schedule in email signatures and on our website.
* We will invite connections for further discussions.

### Checking in with each other

* We will use regular pulse check surveys and staff meetings to understand how staff are dealing with this change.
* Supervisors will support direct reports by checking in on workloads.

### Workplans and Meeting Schedules

All teams will identify opportunities to consolidate, eliminate, or modify standing meetings.

* Teams will review workplans and adjust timelines to accommodate the transition to a four-day work week.
* Teams are invited to prioritize tasks, reconsider internal deadlines, and consolidate projects and efforts, where possible.
* We will make our meetings more efficient by setting agendas and expectations about what type of participation is needed in advance (ex: discussion, working meeting, brainstorm, check-in, etc.)

### HR and Finance Adjustments

* During the trial period, we will not adjust paid time off (PTO) accruals.
* If we adopt the four day work week permanently, we will reduce PTO accruals and maximums by 20%.
* We will not change our bi-weekly pay schedule (Fridays), but we will shift deadlines for timesheets so that our finance and HR teams can fully adopt the four-day work week.
* We will not redefine full-time employment in our policies during the trial.
* If we adopt the four-day work week permanently, we will redefine full time employment and part-time employment based on the new schedule.
* If we hire hourly employees in the future, we will increase their hourly rate to give them a similar benefit.

### Criteria for Decision

* We will base our decision about whether to continue the four-day workweek on:
	+ Staff feedback about whether or not this is working.
	+ The impact of the schedule on productivity, measured by the results we achieve.
	+ The community response and whether or not there are complaints or difficulties connecting with us as a result of the four-day work week.