Working Time Models

At Comsysto we facilitate different working time models apart from the maximum of 40 h/week (Germany and Croatia) resp. 38,5 h/week (Austria).

Here you find information about the implications, conditions, how it works and what to do.

> ℹ️
> - All working time models are **individual decisions** and exceptions may always exist.
> - We always try to find a solution that works for all parties. We know there are many good and valid reasons to reduce your working time.
> - Rule of thumb: the **less hours the harder to find a project** (exceptions exist of course, but most clients expect availability close to full-time and ideally 5 days a week. In some situation 4 days).

What to do, if you want to change your working hours? 🔗

1. Consider, if the new working mode suits your life conditions (e.g. work-life balance, salary wise, distribution of working hours, …).
2. Think about the implications for you, your project and Comsysto. What would change and where would you be open for compromises? Check with your AP if you are unsure.
3. Talk to your fellow of your choice. Some fellows (e.g. Benni, Mo, Robert, Sophie, Stefan) are very familiar with the topic at Comsysto as they have already worked part time themselves.

Current Working Time Models (August 2023) 🔗

Weekly working hours	Details	Implications (specific to working hours, general challenges see below)
35 - 40	Default corridor	- full time is basis for salary calculation (40 h in Germany and Croatia, 38,5 h in Austria) 35 h are encouraged with no to minor impact besides proportionally less salary - easy to incorporate project, education and internal engagement
30-34	Easier to facilitate	- tending to be harder to find a project - still able to follow most project activities
20-29	Harder to facilitate	- even more difficult to find a project - missing the feeling of actually achieving something (more of a supporting role)
<20	Rather an exception	- mostly internal work only or in a supporting role - less likely to come to the office - often a temporary solution

General Conditions 🔗

🚩 *Disclaimer: The following might not always be the case and can be discussed individually. But this is how it usually*

✅ What we do expect to make part time work

→ good time management and discipline

works:

- linear reduction in salary according to working hours
- linear reduction in MacCody time (in hard cases MacCody time has to be reduced disproportionately to compensate client's expectations)
- linear reduction in MacCody timeout
- the number of holidays is reduced if you work less than 5 days a week (defined by law)
- has to fit to the general (economic) situation at Comsysto (e.g. How many people on the bench can CS effort? Are there open projects where working part time is an option?)
- easier to reduce working hours after some time, than to start with less than default (slower onboarding)
- easier if the client already knows you (especially if reduction is temporary)

→ good communication and collaboration with the client & team

→ clear/transparent communication on availability (so no one feels unfairly treated or pressured)

→ don't be too picky, when it comes to finding a project & think about what to do with your bench time

Benefits of reduced working time (< 35 h) 🔗

🚩 *Disclaimer: Depending on the reason for the reduction of working hours, not all benefits may apply equally.*

For the employee

- time for other work like care work of family members e.g. kids, voluntary work, small non-IT business , …
  ⚠️ remember all other business work has to be approved first
- increased mental health and work-life balance
- possibly more productive and creative
- lower chances to get lost in a task/be stuck with low concentration
- choosing only *one* project with a less than 100 % position (e.g. 50 %) can strengthen focus and avoids having the load of *two* projects in mind (still reduced flexibility might be a problem)

For Comsysto

- higher employee retention
  - less cancellations
  - happier and healthier employees
- CS as an attractive employer
  - family-friendly and careful
  - positive employer branding
- increased productivity and creativity of employees
  - need to focus and organize even better (can be trigger for separation of meeting vs. focus work times)
  - more personal freedom in organizing work and private time, potentially leading to less stress in general (if the time is spend wisely)
  - being more attentive during a shorter period of time → fewer errors by mistake

Challenges of reduced working time (< 35 h) 🔗

🚩 *Disclaimer: Most challenges get harder the less hours you work.*

For the employee

- switch to new model might take time (changing of habits)

For Comsysto

- many clients expect full availability (as this is one of the reasons, why they externalize the work)

- learn how to reduce your workload in line with the reduction in working hours
- the same task/story takes longer if you work fewer hours (compared to your 8h workload)
- avoiding to working overtime gets harder
- finding a project might be harder (especially with < 5 days)
- project onboarding might take longer
- more coordination und communication within the project needed
  - do you have to / want to attend all meetings? → if no, find a way to keep track of what is going on
  - when do the meetings take place? (e. g. late afternoon or Fridays)
  - knowledge sharing becomes even more important → find ways in your team to avoid dependencies
  - talk within your team about how to handle on-call duties equally and fairly
- the proportion of meeting time compared to focus time could outweigh
- avoid false expectations by colleagues and client
  - be transparent about availability and working hours
- consider also the following
  - less time for (personal) development
  - less money & less pension (fit to lifestyle?!)

- economic impact for CS (the more reduction the bigger the impact)
  - less billable hours due to less working hours
  - potentially higher bench time (harder to find a project)
  - reduction in profitability depends on project (T&M vs. fix-price)
- less time for internal initiatives (& harder to coordinate), less internal engagement
- might not take part in all meetings (e.g. MFM / RFM) → harder to keep everyone on board
- nearly same overhead as with 40 h (Fellows, Office, HR)