FLEXIBLE WORK ARRANGEMENTS

Perimeter Community Improvement Districts

PERIMETER CONNECTS
options @ the center

WORKPLACE FLEXIBILITY

Flexible work arrangements are business strategies implemented within a company to provide a flexible work schedule outside of the typical in-office, 8AM-5PM workday. Companies that offer these programs see an increase in productivity, a wider recruitment pool, and improved retention. With the prevalence of flexible work programs being implemented within organizations, employees are increasingly choosing companies that are providing this opportunity for work/life balance.

FLEXIBLE WORK PROGRAM OPTIONS

Your specific company culture is unique, and all programs should be tailored to your understanding of the company mission/objectives, job responsibilities, and core competencies. New programs should allow for organizations to get closer to their goals, including improved productivity and increased employee satisfaction.

Perimeter Connects can bring in free assistance through a nationally recognized telework expert for any of the programs below. Free services include program start-up consultation, case studies and help making the case to upper management, assessment tools, and policy development. Contact Perimeter Connects today to set up a quick consultation session at **info@perimeterconnects.com**

FLEXIBLE SHIFTS

Allow for employees to shift their start and end times to skip the peak commute. For job roles that require a very predictable start and end time, schedules can be a variation of the 8 hour workday, with shifts starting as early as 6AM-3PM, or on the later side from 11AM – 8PM. For roles that allow for less predictability, allow employees to vary their start and end times within 30 minutes of specific shift start. For example, if a recommended shift is from 8AM – 5PM, the employee can arrive within a half hour before or after 8AM to allow for flexibility around a transit schedule or traffic. Companies can still achieve the same level of customer service by ensuring ample coverage during core business hours, and even increase operating hours. Employees commit to a schedule, based on the job responsibilities and departmental role, and maintain that regular schedule.

COMPRESSED WORK WEEK

A further variation of flexible shifts, employees can work longer and fewer days to achieve the same total hours worked for the week. There are a few options:

4/40: 10-hour workdays Monday – Thursday. Regular day off Friday

9/80: During week 1 -- 9-hour workdays Monday – Thursday. 8-hour Friday.
During week 2 -- 9 hour workdays Monday – Thursday. Regular day off Friday.

The extra Friday off is a gained benefit of a 3-day weekend for employees, but can also be moved to any day of the week to ensure coverage across departments.

TELEWORK

Also known as working from home or telecommuting, this strategy enables employees to skip the commute altogether and work from home. Remote workers generally **log more work hours than their in-office employees** and find themselves more productive by tuning out the in-office distractions. Most companies allow eligible employees with the appropriate job responsibilities to work from home 1 day per week. Telework days can be staggered across the organization to ensure that ample in-office coverage is achieved. Companies can also designate a specific day (ie – every Tuesday) as an "in-office" day to accommodate staff meetings.

Your company may already have some version of a flexible work program, such as teleworking during inclement weather or summer work hours. These programs can be expanded to a year-round option, which will increase the effectiveness of these more regular remote employees and provide a better opportunity to assign/track metrics to measure productivity.

LET'S GET STARTED

While every organization and culture is different, the steps below provide a guideline to implementing a flexible work program from scratch and considerations that should be taken:

1. Identify a steering committee and flexible work schedule coordinator
   - Decide who will take the lead on implementing your new program. Make sure you include Human Resources, Information Technology, and Leadership to create a policy that will work across the organization.
2. Assess commute culture for best fit and positioning of policy
   - Determine how you will message this new program to employees. Is this a work/life balance strategy, a congestion/construction relief strategy, or a strategy to increase service offerings to your customers?

3. Identify positions based on job functions and employee
   - Use the **Telework Selection Survey** to identify ideal positions and employees to include in the program. Consider additional positions eligible for compressed schedules/flexible hours that will positively impact customer service.
4. Determine departments, participants, and implementation timeframe before rollout to entire organization.
   - Coordinate who will be involved, and decide on a launch schedule for the organization.
5. Assess best core business hours
   - Address accessibility and turnaround time requirements during core business hours for remote employees to clarify accountability to colleagues, clients, and supervisors.
6. Evaluate technology capabilities
   - Can your current equipment accommodate remote work? Does IT have the resources to support a mobile workforce?
7. Develop a policy
   - Use our **Sample Policy Templates** to get started. Customize further based on your program and organization.

Don't get stuck. Let Perimeter Connects help you along the way, whether it's before Step 1 or after the development of a policy. Contact us at **info@perimeterconnects.com** for a consultation session.