

Sample Part-time Checklist

Section 1: Identify Employee Needs & Criteria

S/N	Issues to Consider	Comments
1	Reason(s) for request to do part-time work.	
2	Requested duration, e.g. 1 month, 6 months, permanently, etc.	
3	What are the eligibility criteria for part-time work? This may vary between organisations, e.g. length of service, performance ranking, job role, etc.	
4	Does the employee fulfil the criteria?	

Section 2: Identify Business Needs

S/N	Issues to Consider	Comments
1	Can the job be done effectively within the proposed schedule? Consider job scope and responsibilities – these may need to be re-designed or re-allocated. The revised job scope should be clearly communicated to avoid any future misunderstanding.	
2	Does the employee demonstrate the necessary skills, ability and experience to do the job under the proposed schedule? Refer to employee's performance appraisal records.	
3	What issues would the proposed schedule present to external and/or internal customers, co-workers, managers, etc. Consider the job responsibilities and impact on other parties. Job responsibilities should not be passed down to another co-worker unless there is agreed re-definition of job scopes which will then have to be clearly defined.	
4	Can these issues be resolved?	
5	What criteria will be used to monitor performance and results? Managers should have clear standards and evaluate all part-timers and their co-workers based on similar standards. These standards should	

S/N	Issues to Consider	Comments
	be clearly communicated before the part-time arrangement begins to avoid future misunderstanding.	
8	What review process will be used to evaluate the arrangement?	

Section 3: Administration and logistics

S/N	Issues to Consider	Comments
1	<p>Has the impact on salary and benefits been clarified?</p> <p>Salary should be commensurate with the re-designed / revised job scope and hours worked.</p> <p>To avoid misunderstanding over benefits, the management should clarify issues related to specific day(s) of work, e.g. public holidays. In most practices, specific benefits are often only related to days of work, i.e. if a public holiday falls on a day the employee does not work, he or she is not awarded a day off. Likewise, if it falls on a day of work, he or she is entitled to the public holiday.</p>	
2	<p>Has a manager/supervisor been assigned to oversee the part-timer?</p> <p>If their job scope remains the same (or is on a similar but reduced scale from the previous job scope) the part-timer should report to his previous manager/supervisor who will have better understanding of the needs of the team.</p>	
3	Have issues regarding communication, e.g. participation in department meetings, communication with co-workers, etc. been identified?	
4	Can these issues be resolved?	
5	Has a cost-benefit analysis been conducted? What is the outcome of the analysis?	
6	What immediate or long-range savings might result from the proposed schedule?	