WHAT ARE THE TYPES OF
FLEXIBLE WORK ARRANGEMENTS
EMPLOYERS CAN IMPLEMENT?

If you are an employer who seeks to implement Flexible Work Arrangements (FWAs) for business sustainability, you have to consider the types of FWAs that best meet your business and employees' needs. Though there are many FWAs available, you may begin by considering these few:

Telecommuting

What is it?
- A flexi-place arrangement where employees can perform their jobs at a location other than the workplace
- Uses information and communication technologies to enable employees to connect with clients remotely

Benefits
- Reduces commute time which can be spent more effectively at work
- Helps business reduce operating costs

Part-Time Work

What is it?
- An arrangement that allows employees to work reduced hours on a regular basis
- Employees work less than 35 hours in a week, including those who work less than a full day all week or only some days per week

Benefits
- Allows employers to provide coverage of duties during peak periods or when work needs to be done only at particular times
- Access to wider talent pool such as: back-to-work individuals

Job-Sharing

What is it?
- An arrangement that allows two or more part-time employees to share the responsibilities of a single workload
- Employees usually work at different times during the day or week, or on alternate weeks

Benefits
- Helps companies attract and retain employees who need reduced work hours
- Enables exchange of skills and knowledge between job sharers

Staggered Time
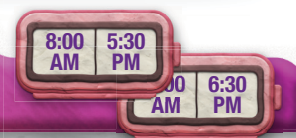
What is it?
- An arrangement that allows employees to vary their daily start and end times to suit their personal commitments
- Flexible time bands are created to let employees choose their preferred start and end times

Benefits
- Helps employees avoid peak-hour travelling
- Helps the business extend operating hours at no extra labour costs

SUSTAIN YOUR BUSINESS WITH FLEXIBLE WORK ARRANGEMENTS

DISCOVER THE DIFFERENT TYPES OF FWAs AT TAFEP.SG