ANNEX B – FACTSHEET ON TRIPARTITE STANDARD ON FLEXIBLE WORK ARRANGEMENTS

TRIPARTITE STANDARD ON FLEXIBLE WORK ARRANGEMENTS

Purpose

1.   Flexible work arrangements (FWAs) contribute to a supportive and conducive work environment. They benefit both employers and employees:

   a) Employers can better attract and retain employees, including back-to-work individuals, and become more nimble in manpower deployment.

   b) Employees can become more productive and achieve good work and personal outcomes.

Specifications

2.   A member of the senior management is appointed to champion FWAs.

3.   Employees offer FWAs to employees.

4.   Employees can request for FWAs offered by the company. They are informed about the type of FWAs offered, the process to request for them, and the expectations on the responsible use of FWAs (e.g. in the company's staff website, HR policy, circulator or memo).

5.   Outcomes of FWA applications are communicated to the employees in a timely manner and are documented. If a request for FWA cannot be granted, supervisors engage employees on the reasons and where possible, discuss suitable alternative that better meet the needs of both employer and employee.

6.   Supervisors are trained[2] to:

   a) Objectively evaluate employees' applications for FWA based on the suitability of the FWA, considering the needs of the job and the employees in areas such as work performance, job requirements, compensation and safety; and

   b) Set work expectations, manage and appraise employees on FWAs fairly based on work outcomes.

Glossary

---

[2] Training includes programmes or training workshops for supervisors on FWAs.

a)   **FWAs** refer to variations from usual work arrangements. These include:

   i.   Flexi-load (e.g. part-time or job-sharing)
  ii.   Flexi-time (e.g. staggered hours and compressed work week)
 iii.   Flexi-place (e.g. telecommuting)

For more information on the various FWAs, see
http://www.worklifeworks.sg/ToolsResources/Work-LifeMenu/FlexibleWorkArrangements/Pages/Default.aspx.