**Work-Life Strategy Implementation:**

**Sample List of Considerations to Evaluate Flexible Work Arrangement (FWA) Requests**

*As supervisors seek to manage and motivate teams while delivering on KPIs, FWA requests can be objectively considered using these key points.*

**Suitability of Job Role for Proposed FWA**

1. Can the required work deliverables and standards be met under the proposed FWA?
2. Does the proposed FWA allow the employee to interact with supervisors, colleagues, and other stakeholders (e.g., customers) when required?

**Suitability of Employee for Proposed FWA**

1. Can the employee work independently in the absence of supervisors/ co-workers?

**Work Performance and Requirements**

1. Is there a clear, fair and transparent process to evaluate the employee’s performance when they utilise the FWA?

*A* [*sample performance evaluation and development plan*](https://www.tal.sg/tafep/Employment-Practices/Performance-Management) *can be found here.*

1. Is there mutual agreement on the expected work deliverables and standards?

**Compensation, Benefits and Overtime**

1. Is the proposed FWA likely to affect the compensation, benefits, and/ or overtime of the employee? If so, does the employee understand and accept any changes that are likely to result due to the proposed FWA?

**Safety and Equipment**

1. Is the proposed alternative workplace location safe for the employee?
2. Is there mutual agreement on the extent of provision of work tools, equipment (e.g., laptops), and reimbursement of work-related expenses (e.g., broadband subsidies)?

*Excerpted from:* [*Tripartite Advisory on Flexible Work Arrangements by Tripartite Committee on Work-Life Strategy - Annex B-1- Pointers for Supervisors to Consider When Evaluating FWA Requests*](https://www.tal.sg/tafep/-/media/TAL/Tafep/Resources/Publications/Files/2019/TS-Implementation-Guides/Implementation-Guide-for-FWA.pdf)