Workplace Flexibility Best Practices

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Women’s Bureau’s Initiative on Workplace Flexibility

- **Hosted a National Dialogue on Workplace Flexibility**
  - Raise awareness and exchange best practices, real stories, and the newest research on workplace flexibility

- **Organized industry-specific national dialogues held in 10 cities**
  - i.e. Small Business – Dallas, TX; Hourly Workers – Pasadena, CA; Hospitality/Restaurant/Tourism – Silver Spring, MD.

- **Discussion between various constituencies**
  - strategies on implementation
  - importance of workplace culture
  - business case for flexibility.

- **Flex-Options Guide**
Best Practices to Implement

- Start small
- Assess both management and employee perspectives
- Communication is critical
- Support for flexibility begins at the top
- Teams can help design flexibility
- Utilize toolkits and resources to guide the process
- Flexibility is a way to accomplish work, not just a program
- Focus on results
Manager Tips On Reviewing and Implementing A Proposal

Review Proposal

- Be open
- Keep in mind impact of work arrangement
- Involve team members in the process
- Discuss short-term and long-term goals
- Collaborate on developing alternative solutions in situations of conflict
- Address performance issues
Define Job Expectations

- Identify work requirements that cannot be changed
- Identify workgroup requirements
- Establish measurable goals and objectives
- Be specific with the employee regarding how you will handle certain business requirements
  - Meetings
  - Communication
  - Business travel
  - Face to face customer/client interaction
  - Availability
Flex Resources & Toolkits

- Women’s Bureau Resources and Industry Profiles following National Dialogue on Workplace Flexibility Events: [http://www.dol.gov/wb/media/NDWFreports_and_pubs.htm](http://www.dol.gov/wb/media/NDWFreports_and_pubs.htm)


  [http://familiesandwork.org/3w/toolkit/webpage-toolkit.html](http://familiesandwork.org/3w/toolkit/webpage-toolkit.html)


- Work and Family Help Line at Legal Aid Society – Employment Law Center: (toll-free in California 800-880-8047 or 415-593-0033 outside of California).
CA Specific Resources


Research

- National Study of Employers 2012
  [Link](http://familiesandwork.org/site/research/reports/NSE_2012.pdf)

- Campaign to Support Flexible Work Arrangements
  [Link](http://www.workplaceflexibility2010.org/)

- Work-life Balance and the Economics Of Workplace Flexibility
  [Link](http://www.whitehouse.gov/files/documents/100331-cea-economics-workplace-flexibility.pdf)

- Business Impacts of Flexibility
  [Link](http://www=cvworkingfamilies.org/system/files/Business%20Impacts%20of%20Flexibility.pdf)
  [Link](http://www.awlp.org/awlp/library/html/businessimpact.jsp)
Examples of Workplace Flexibility

**Flex Time and Place**
- Regular or informal flex-time
- Compressed work weeks
- Telework

**Flex Careers**
- Sabbaticals
- Dialing careers up or down
- Phased retirement

**Choice in Managing Time**
- Self Scheduling and shift trading

**Reduced Time**
- Part-time or part-year work
- Time Off
- Paid vacations and sick leave
- Time off for caregiving

**Culture of Flexibility**
- Supportive supervisors
- Lack of jeopardy for working flexibly