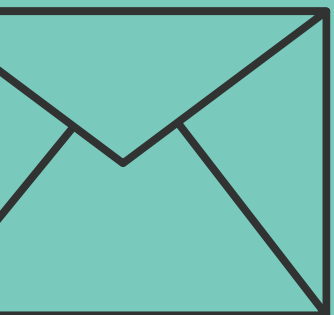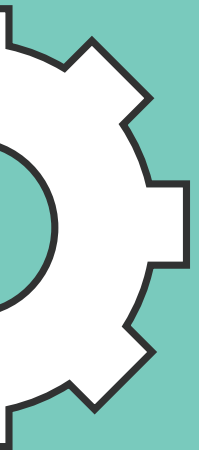# zenHR

WORKPLACE FLEXIBILITY:

What, Why, and How

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What is Workplace Flexibility?

Flexibility in the workplace is all about how and when work gets done. A flexible workplace caters to the needs of both the employer and the employee. Introducing flexible work arrangements is often used as a retention and engagement tool, as it allows employees to have control over when, where, and how they want to do their jobs.

Types of Workplace Flexibility

1. TELECOMMUTING

Telecommuting allows employees to work outside of the office, either from home or any other location. Reliable technology tools are needed in this work style to facilitate communication between employees when they are not working in the same place.

2. FLEXIBLE WORKING HOURS

Companies with flexible working hours give their employees a specific number of working hours per day or week, allowing them to choose when to begin and finish their working day.

3. COMPRESSED WORKING SCHEDULES

Such arrangement allows employees to work their weekly hours in less than the traditional 5-day working week. The most common example of a compressed workweek is allowing employees to work 10 hours per day, and they get in return a 3-day weekend.

4. JOB SHARING

Job sharing allows two employees to share a single full-time position, where each employee works a portion of the workweek. Job sharing is an uncommon practice; however, it can be appealing to many employees – especially working mothers.
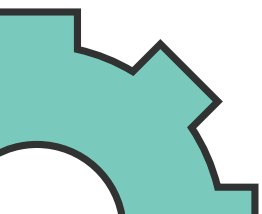
5. PART-TIME

In a part-time position, employees get to choose a schedule with reduced working hours. The average workday for part-time employees is usually 4 hours a day, and they receive the benefits of a full-time employee on a pro-rata basis.

6. MEALTIME FLEXIBILITY

In this arrangement, employees can take the lunch break at a time that best suits their schedule or skip it altogether to leave work earlier.

7. EXTENDED MATERNITY/PATERNITY LEAVES

Extended maternity/paternity leaves give working parents the option to extend the leave regulated by the government. The extended paternity leave can be unpaid because allowing a mother or a father to spend more time with their new baby is crucial to them regardless of the pay.

8. UNLIMITED VACATION

Unlimited vacation days give employees the ability to take as much time off as they want, as long as they get their jobs done on time. It's a perk given to the top-performing employees, as it motivates the rest of the employees to work harder.
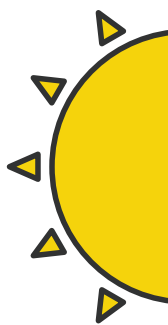
9. A SPLIT SHIFT

In this arrangement, employees split their working day into two shifts, with a long break between them, noting that a regular lunch break is not the same as a "split-shift."

10. A "RESULTS ONLY" WORK ENVIRONMENT

In such work environments, employees are paid for the achieved results and outputs rather than the number of working hours. This strategy is designed to enhance productivity and eliminate the constraints of traditional work styles.

The Importance of Workplace Flexibility

Improved **retention**

A **wider pool** of talent

Increased **productivity**
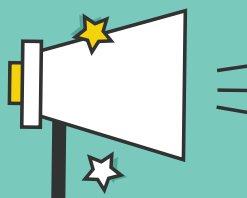
Happier employees with a better **work-life balance**

Improved **diversity**

Cost efficiency

The ability to **attract the best talent**

Enhanced **employer brand**

More **engaged** employees

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How to Implement Workplace Flexibility

1. CREATE A PLAN

The first step in building a flexible workplace is to create an official, clear, and well-written flexibility policy. As a start, you need to understand your employees' needs and what matters most to them. The HR department can easily do this through a survey. You can then prioritize the benefits of the flexibility schemes suggested by your employees and start with what best suits your budget and the nature of work at your company.

2. TEST YOUR PLAN

We recommend that you test your plan for some time on a group of employees to see how well it works before you officially announce it. Get feedback from employees and make the necessary changes before rolling it out to the entire company.

3. PROVIDE THE RIGHT TECH TOOLS

Different types of flexibility require reliable tools that allow employees to perform their jobs anytime and anywhere. In addition to the work-related tools, you also need to invest in useful communication tools to ensure that employees can communicate with each other even if they are in different countries or different time zones.

4. TRAIN YOUR MANAGERS AND TEAM LEADERS

First of all, you need to train your managers to start focusing on results and stop looking at the number of employees' working hours. You should also keep in mind that managing a team in the office is way easier than managing a fully or partially remote team. Therefore, managers and team leaders need to get adequate training on managing their employees in a flexible work environment.

5. TWEAK YOUR PLAN AS YOU GO

Similar to all other strategies at work, you need to learn and adjust! Seek constructive feedback from your employees and managers, consider new flexibility options, assess what works and what doesn't, and make the necessary changes to create a strategy that meets your employees and company's needs.

76% of workers would be more willing to stay with their current employer if they could work flexible hours.

86% of people feel that working remotely reduces stress.

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Technology with the power to transform HR

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