

# FLEXIBILITY



Meeting the needs of your business while providing employees with flexibility.

## RETURN ON INVESTMENT

Organizations that support employees flexibility needs have an increased job satisfaction, retention and employee engagement. Employees have a decrease in their work and family conflict as a result of having opportunities to address needs as they arise.

## IMPLEMENTATION

Establish firm but flexible working policies that are detailed in your employee handbook.

- Have clear and formal communication between leadership and employees in regards to flexible working policies.
- Involve the employees in the planning of the flexible work policies.
- Create a work environment in which their work is measured by results and contributions, not when employees are in the office.

## FLEXIBILITY SOLUTIONS

- Occasional Flexibility: Employees leave earlier, come later and make up their time rather than taking leave.
- Alternate Schedule: Start work earlier or later.
- Core Hours: Set core hours when employees must be at work or office.
- Compressed Work Week: Four 10-hour days or nine 9-hour days in two weeks.
- Part-Time: Reduce hours as needed or offer part-time options.
- Job Sharing: Two employees work part-time, sharing a single position.
- Hybrid Working: Schedule days in the office and some remote.

## RESOURCES

- <https://www.timedoctor.com/blog/flexible-work-schedules-policy/>
- <https://www.dol.gov/agencies/odep/program-areas/employment-supports/flexible-work-arrangements>



## FAMILY-FRIENDLY FACT

Of the 30% of credentialed women who leave the workforce, 70% say they would have stayed if they had access to flexibility.

(Werk Co.)



NEVADA  
EMPLOYER CHILDCARE  
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