

Policy Questions and Responses

1. Elements to be include in your flexible work policy?

Q.1. How will the compressed workweek arrangement be structured to ensure a fair distribution of workload and maintain consistent productivity levels across the team?

Ans: The compressed workweek will be structured with equal shifts, flexible hours, and clear communication to ensure fair workload and productivity.

Q.2. What mechanisms will be put in place to track and manage employee attendance, hours worked, and overtime, especially with the potential for varied schedules and non-traditional workdays?

Ans: A time tracking system will be implemented to monitor attendance, hours, and overtime, ensuring accurate record-keeping and compliance.

2. Contexts likely to apply on flexible work policy

Q.1. How will the success of this pilot project be measured during the evaluation phase, and what key performance indicators (KPIs) will be used to determine its effectiveness?

Ans: The pilot's success will be measured by increased productivity, reduced absenteeism, improved morale, and employee satisfaction surveys.

Q.2. What specific data and feedback collection methods will be employed to gather insights from employees and stakeholders during the experimental period to ensure an informed decision post-evaluation?

Ans: Surveys, interviews, and focus groups will be used to gather employee and stakeholder feedback and insights.

3. Eligibility criteria

Q.1. How will you determine and communicate which roles are exempt from remote work eligibility, ensuring a clear understanding among employees and managers?

Ans: Roles requiring in-person presence for essential tasks will be non-remote. This will be clearly communicated to all employees and managers.

Q.2. What criteria or assessment methods will be used to define 'constant physical presence' for specific roles, and who will be responsible for evaluating and updating this list of exempt positions?

Ans: Roles requiring regular, in-person interaction or equipment access will be considered 'constant presence'. A department head will evaluate and update this list.