

Flexible Work Program

Guide to Getting Started

Offering employees more choices for how and when they arrive at work can be a cost-effective way to meet your business goals.

- ✓ Attract and retain good employees
- ✓ Increase employee productivity
- ✓ Meet environmental sustainability goals
- ✓ Maintain work continuity in emergencies



A Flexible Work Program can include options for Work-from-Home or for working flexible schedules.

WORK-FROM-HOME

Work-from-Home, also known as telecommuting or telework, allows employees to work from home one or more days a week, eliminating the need to commute to their traditional work location.

FLEXIBLE SCHEDULES

Flexible schedules can include varied options. One allows employees to shift their hours to arrive and depart their worksite outside of peak commute times. Another allows reducing the number of days in a week they commute by compressing their work week.



Use the three-step Guide to Getting Started on the reverse to evaluate your needs and resources, develop a Flexible Work Program, and set it into action.

1 Evaluate Your Needs and Resources

- Identify how flexible work arrangements can align with your strategic and environmental goals.
- Seek support from your management team for a program and consult with Human Resources staff to identify how a program can integrate into existing worksite policies.
- Determine what kind of flexible work schedules and options you can offer.
- Identify employees whose job functions can be performed from home or with a varied schedule.
- Identify what your staff will need to work efficiently from home and determine if you can provide the resources.

2 Prepare Your Flexible Work Program

- Develop the key elements of your program such as your goals, core work hours, program eligibility, communication protocols, etc.
- Develop guidelines for employees who will participate in your flexible work program. Consider how they'll maintain continuity in their coworker and customer collaborations, the workspace they'll need to work from home successfully, and how you'll evaluate their performance.
- Prepare any needed program guidelines, employer-employee agreements, or performance review materials:
 - » [Sample Flexible Work Program Guidelines](#)
 - » [Sample Work-from-Home Agreement](#)
 - » [Employer Best Practices for Work-from-Home](#)
 - » [Employee Best Practices for Work-from-Home](#)

3 Put Your Program Into Action

- Share plans with your overall workforce and communicate directly with employees who are eligible to participate in your Flexible Work Program.
- Resolve issues as they arise, remaining open to changing your program as needed.
- Set intervals for evaluating your program and include feedback from participating employees, their supervisors and your management team.

For other employee resources like on-site transit fairs, assistance with the Bay Area Commuter Benefits Program, bicycle racks or information about commute incentives, email 511 CCTA at support@511contracosta.org.

