

Questions to ask when considering flexible working arrangements

Below are a series of questions managers should ask themselves before accepting or rejecting flexible work arrangements.



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| <input type="checkbox"/> Do I need to grant a flexible working arrangement to this employee as per the Fair Work Act, award, or agreement? | <input type="checkbox"/> Does the employee have face-to-face client contact, and if so, how can this arrangement be considered without disruption to the service provided? |
| <input type="checkbox"/> How appropriate is the flexible work arrangement that has been proposed? | <input type="checkbox"/> Will the proposed flexible working arrangement adequately address the employee concerns, and reason for seeking a flexible work arrangement? |
| <input type="checkbox"/> Has the employee made it clear what they are hoping to seek from this arrangement? | <input type="checkbox"/> Will the employee's arrangement impact their participation in important team events? |
| <input type="checkbox"/> How long will the arrangement be in place? | <input type="checkbox"/> Do you have suggestions for alternative arrangements that may suit the employee and the work team if you can't accommodate their original request? |
| <input type="checkbox"/> Can work objectives be met another way if the flexible work arrangement is put in place? | <input type="checkbox"/> Does the arrangement require a contract variation, or can it be accommodated informally? |
| <input type="checkbox"/> How will the arrangement impact on the current work team and its priorities? | How will the arrangement be documented? |
| <input type="checkbox"/> Does the request require a level of resourcing that can be accommodated? | <input type="checkbox"/> How often will we review this arrangement to ensure it is working? |
| <input type="checkbox"/> How will workload issues be covered – does this present an opportunity to develop other team members? | |