

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.)

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