

Sample Flexi-time Checklist

Section 1: Identify Employee Needs & Criteria

S/N	Issues to Consider	Comments
1	Reason(s) for request for flexi-time.	
2	Specify flexi-time schedule requested, e.g. 7:30am – 4:30pm, 10:00am – 7:00pm, etc.	
3	Requested duration, e.g. 1 month, 6 months, permanent arrangement, etc.	
4	What are the eligibility criteria for flexi-time? This may vary between organisations, e.g. length of service, performance ranking, job role, etc.	
5	Does the employee fulfil the criteria?	

Section 2: Identify Business Needs

S/N	Issues to Consider	Comments
1	Can the job be done effectively within the proposed schedule? Consider core work hours, ability to get the job done outside work core hours, access to information and/or interaction during core and non-core hours, etc.	
2	Does the employee demonstrate the necessary skills, ability and experience to do the job under the proposed schedule? Refer to employee's performance appraisal records.	
3	What issues would the proposed schedule present to external and/or internal customers, co-workers, managers, etc. Consider the job responsibilities and impact on other parties. Job responsibilities should not be passed down to another co-worker unless there is agreed re-definition of job scopes which will then have to be clearly defined.	
4	Can these issues be resolved?	

S/N	Issues to Consider	Comments
5	Are there any security measures regarding access to and/or use of proprietary information and documents outside core work hours?	
7	What criteria will be used to monitor performance and results? Managers should have clear performance expectations and evaluate all staff based on similar standards. These standards should be clearly communicated before the flexi-time arrangement begins to avoid future misunderstanding.	
8	What review process will be used to evaluate the arrangement?	

Section 3: Administration and logistics

S/N	Issues to Consider	Comments
1	Does the organisation have a system to track employee working hours under flexi-time?	
2	Has the impact, if any, on salary and benefits been clarified? As employees usually work the same amount of hours, salary should remain the same. However, organisations should note that this is not a legal enforcement by the government, but rather a guideline to a set of best practices. Likewise, staff benefits should not be affected for the same job role.	
3	Has a cost-benefit analysis been conducted? What is the outcome of the analysis?	
4	What immediate or long-range savings or other benefits might result from the proposed schedule, e.g. lower transport costs from avoiding peak hour ERP charges, longer opening hours for retail outlets and customer service posts which experience greater customer flow in the later part of the day, etc.	