

FLEXIBLE WORK: MANAGER'S CHECKLIST



Where ideas work

This checklist will assist managers in making decisions with respect to flexible work options proposals. It includes questions for consideration and an evaluation checklist for general pre-work, as well as review of an employee's proposal.

SECTION 1: MANAGER'S PRE-WORK				
QUESTIONS FOR CONSIDERATION	MANAGER'S EVALUATION CHECKLIST	Y	N	COMMENTS
Approach/Philosophy <ul style="list-style-type: none"> Is my leadership style conducive to supporting flexible work options? If not, how can I think differently and more flexibly? How can I focus more on performance and results? What are the job functions within my branch? What is the work distribution? Are there reasonable workloads? Is it operationally feasible? What positions would benefit from flexible work options? 	I have considered my approach and philosophy to flexible work options.			
	I have assessed my branch functions with respect to flexible work options feasibility.			
Communication/Awareness <ul style="list-style-type: none"> Have I talked with other colleagues? Have I reviewed the Flexible Workplaces content on MyHR and discussed with my management team? Are my employees aware of the Flexible Workplaces content on MyHR? What other branches have been successful with flexible work options and why? What are some of the success stories? 	I am aware of the Flexible Workplaces content on MyHR and have shared the information with my team and discussed with my colleagues and management team.			
Due Consideration/Transparency <ul style="list-style-type: none"> How will I consider all requests fairly? How can I ensure my decisions are based on a strategic approach? How can I ensure that decisions are communicated to employees in an open, timely and appropriate manner? 	All requests will be given due consideration.			
	All decisions will be based on a strategic approach.			
	Communication with employees will be open, transparent, and timely.			

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SECTION 2: ASSESSING AN EMPLOYEE'S PROPOSAL				
QUESTIONS FOR CONSIDERATION	MANAGER'S EVALUATION CHECKLIST	Y	N	COMMENTS
Employee Needs and Expectations <ul style="list-style-type: none"> • What are the employee's personal needs and expectations? • What are the employee's work life balance goals? • Will the proposed flexible work option assist in achieving their personal needs and work life balance goals? 	The needs of the employee will be addressed through this flexible work option.			
Team Needs and Goals <ul style="list-style-type: none"> • What are the needs and expectations of other team members? • Is the work of the employee and team conducive to a flexible work option? • What would be the impacts and benefits of the proposed flexible work option on team members? • How will the proposed flexible work option contribute to meeting work and team goals? 	Other employees who may be impacted by this flexible work option have been consulted and had an opportunity to discuss and share support and/or concerns.			
	Strategies have been identified to deal with potential impacts as appropriate.			
	Appropriate communication channels have been set up to ensure an on-going dialogue.			
Business Goals and Impacts <ul style="list-style-type: none"> • What are the business goals? • What are the work goals (i.e. deliverables, outputs) for the employee? • Can these be done flexibly? Think about: <ul style="list-style-type: none"> ○ Are they highly operational? ○ Do they require face-to-face interaction? ○ Do they need to be done in the office? • How can/will these work goals be measured? • Would this position benefit from a flexible work option? • Is it operationally feasible? • Are there other types of flexible work options that can be considered? 	Work goals and expectations have been clearly defined and communicated and potential impacts have been considered.			
	Strategies have been identified to deal with potential impacts as appropriate.			
	The business goals of the branch/unit will continue to be met and/or exceeded through approval of this flexible work option.			

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Customer/Client Needs and Expectations <ul style="list-style-type: none"> • What are the expectations and needs of our customers/clients – internal and external? • What would the potential impacts be if flexible work options were introduced? • Would these expectations and needs be met and/or exceeded with flexible work options in place? 	Customer/Client needs and expectations have been considered/impacts identified.			
	Strategies have been identified to deal with potential impacts as appropriate.			
	Customer/Client needs, expectations and service levels will continue to be met through approval of this flexible work option.			
Policy/Legislation/Collective Agreements <ul style="list-style-type: none"> • What are the requirements of relevant Policy/Legislation/Collective Agreement /Terms and Conditions of employment? 	Applicable policy, legislation and collective/component agreements have been reviewed.			
	Approval of this flexible work option will respect all provisions and requirements.			
Hours of Operation <ul style="list-style-type: none"> • How does the proposed flexible work option impact the hours of operation/schedules within the branch? Does this flexible work option request fall within hours of operation for the ministry/work unit/branch including peak hours and days? • Will the proposed schedule enable the employee to meet operational and business requirements? • How will coverage and back up issues be handled to ensure adequate coverage? 	Hours of operation have been communicated to all employees.			
	Hours of operation, schedules and coverage requirements have been considered.			
	Business and operational needs will continue to be met and/or exceeded by approval of this flexible work option.			
Health and Safety <ul style="list-style-type: none"> • Will there be any Health and Safety issues/impacts and how will they be addressed? 	The health and safety of all employees has been considered and potential impacts have been identified.			
	Strategies have been identified to deal with potential impacts as appropriate.			

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	Safety will not be compromised by approval of this flexible work option.			
Costs <ul style="list-style-type: none"> Are there set up and ongoing costs to this proposed flexible work option? 	A cost analysis has been completed.			
	There will be no additional net costs incurred and upfront costs can be recouped over a reasonable period.			
Administration <ul style="list-style-type: none"> How will this proposed flexible work option be coordinated and tracked? How will overtime and substitution pay be handled? How will effective communications occur? (i.e. team meetings) How will the success of this flexible work option be evaluated? How long for a pilot? 	Administration considerations for implementation have been identified and discussed.			
	Performance measures and timelines for a pilot phase of this flexible work option have been put in place.			
Technology/Equipment/Support <ul style="list-style-type: none"> What computer and/or office equipment and materials will be required to support this flexible work option? Who will provide it? What technology and support will be required to support flexible work option? What about maintenance? 	Computer and/or office equipment considerations for implementation have been identified. (i.e. space, computer, desk, etc.)			
	Technology and support considerations for implementation have been identified (e.g. phones, faxes, technology).			