



TenStep Supplemental Paper

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Impact of Workplace Flexibility

Today's pace of life is placing greater demands on every individual's time. These demands have made it necessary for organizations to introduce flexible work arrangements. Workplace flexibility influences an employee's productivity, quality of life, job satisfaction and retention.

Various forms of flexible work arrangements that can be offered are:

Traditional flexitime - This arrangement allows the employee to define the start and end time of his daily work schedule. It includes the core work hours determined by the supervisor.

Daily Flexitime - This allows an employee to change his / her schedule of working hours on a daily basis but with a fixed number of hours to be present at the office in a week.

Telecommuting - This is an arrangement where employees are allowed to work off-site, either from their homes or a satellite office.

Impact of options

Daily flexitime is more popular with employees and results in many benefits to the organization. Employees opting for flexitime have higher job satisfaction, better quality of life and better work/life balance.

Telecommuting does not cause this favorable impact. Telecommuters have more favorable business results, but they lack a positive personal life impact because they:

- Work more on vacation.
- Lack a direct relationship with supervisors.
- Lack challenging assignments.

The impact on non-users

Most employees who do not take advantage of flexitime express difficulty in coordinating and supervising with flexitime workers.

Summary

Flexible work arrangements contribute to the bottom line of companies that take care of their employees. Educating employees about the benefits pays off.