

## **FlexiWorks!**

Flexi-Works! is an initiative by the Singapore Workforce Development Agency (WDA), in partnership with the National Trade Union Congress (NTUC) and Singapore National Employers Federation (SNEF) to help companies hire new workers on part-time or flexible work arrangements. Flexible work arrangements include part-time working, staggered hours, flexi-time, job-sharing, telecommuting, and alternative work schedules.

Flexi-Works! offers a grant of up to \$100,000 to support a company's efforts in implementing flexible work arrangements. The programme has been extended to run from 1 April 2010 to 31 December 2012.

To learn more about the Flexi-Works! Initiative by WDA, in partnership with NTUC & SNEF, you can refer to: <http://www.mom.gov.sg/employment-practices/work-life-harmony/Pages/flexi-works.aspx>

## **There are many types of Flexible Working Arrangements.**

### **Currently, the types that exist in UK & US include:**

*(With reference from Ministry of Manpower's guideline on Employment Practices)*

#### **Part-time Working**

An arrangement whereby the working hours are below the normal for the job.

#### **Flexitime**

An arrangement whereby employees can vary their daily start and finish times to suit their work and personal commitments so long as they work the total hours agreed for an accounting period, usually a week or month. The scheme normally allows staff to carry over the excess or deficit hours to the next accounting period. Extra hours worked at busy times can also be taken off at quieter times.

#### **Non-fixed Starting and Ending Time**

A work schedule where employees are permitted to vary their starting and ending time of work but not the total number of hours worked in a day.

#### **Annualised Hours**

A variant of flexitime where employees are contracted to work a certain number of hours per year rather than for a week. Working patterns can be arranged, for example, for the staff to work certain "core" hours or days.

#### **Homeworking**

An arrangement involving people undertaking work primarily in their homes or, like salespeople, travel extensively but are primarily based at home. The homeworkers may also be required to spend certain 'core' times or days in the office to stay in touch with developments in the organisation.

#### **Teleworking**

Teleworking is the same as homeworking, except that the job is performed using information and communication technologies. These range from personal computers and modems to complex electronic facilities set up for the purpose of home networking.

**Term-time Working**

This arrangement involves working during the school term-times but not during holiday periods. Employees can take unpaid leave outside term-times and their pay can be spread over the whole year if desired.

**Temporary Working**

This involves short-term contracts for people to work on particular projects or cover for staff shortages.

**Job Sharing**

Under this arrangement, a full-time work is split between two or more people. The jobsharers work at different times, although there may be a time overlap to maintain continuity. They may each work part of the day or week, or alternate weeks depending on their and their employers' circumstances. The pay, holidays and other benefits are divided in proportion to the number of hours they each work.

**Compressed Work-week**

An arrangement whereby the full working hours are compressed into fewer days than the "normal" work-week.

**Note: The above arrangements are not necessarily mutually exclusive. For example, a flexitime employee can work on a part-time or full-time basis.**