

# CREATING FLEXIBLE WORKPLACES

## EMPLOYER'S CHECKLIST

There is a wide range of strategies employers can use to create greater flexibility in the workplace to assist and support employees work life balance.

<b>ORGANISATIONAL COMMITMENT</b>
<input type="checkbox"/> Commitment to work life balance is reflected in the organisation's values and goals.
<input type="checkbox"/> Incorporate work life balance initiatives into mission statements, strategic plans and operational plans.
<input type="checkbox"/> Establish activity plans and timeframes for introducing work life balance initiatives in the workplace. Take into consideration employee and organisational needs, costs, resources, impact on service delivery and productivity and government and health legislative and policy frameworks.
<input type="checkbox"/> Promote the organisation as an employer who supports work life balance initiatives. For example, include work life balance and flexibility details in promotional and educational material for careers in Health, advertisements for jobs etc.
<input type="checkbox"/> Develop a Work Life Balance Policy, and other relevant policies and programs that support flexible work and hours arrangements.
<b>SENIOR MANAGEMENT COMMITMENT</b>
<input type="checkbox"/> Educate senior management about the importance of and benefits associated with work life balance strategies for the organisation and staff. Recognise work life balance as a key attraction, retention and workforce planning strategy.
<input type="checkbox"/> Encourage senior management to actively support work life balance initiatives and "walk the talk" or role model work life balance.
<input type="checkbox"/> Encourage managers to be supportive of work life balance initiatives and be proactive in creating flexible workplaces.
<input type="checkbox"/> Ensure all managers attend the Training for Managers "Creating Flexible Workplaces" – to gain the skills necessary to manage work life balance and effectively implement flexible work practices in the workplace.
<input type="checkbox"/> Make managers responsible and accountable for implementing flexible work practices, reducing staff turnover and increasing retention rates. This may be done through annual goal setting and performance appraisals.
<b>CULTURAL CHANGE</b>
<input type="checkbox"/> Actively work towards changing the culture within Health – effective leadership is required to implement cultural change and create more supportive work environments for staff to balance work and life. Managers can assist by focussing on outputs as opposed to hours, encouraging employees to access flexible work practices and valuing

all staff equally regardless of employment status.
<input type="checkbox"/> Include work life balance principles in training and development programs where relevant e.g. induction training, management development training, leadership programs and recruitment and selection training.
<b>COMMUNICATION AND AWARENESS RAISING</b>
<input type="checkbox"/> Make sure employees are informed of policies that provide flexible work options, and are able to access options available to them.
<input type="checkbox"/> Implement a staff communication strategy – increase employee awareness about the organisation’s support for work life balance and better inform them about policies, employment conditions and options available to them. Communication strategies should be ongoing and may include global emails, conducting seminars for staff, publicity through posters, brochures, articles in local health service newsletters, inclusion in staff induction etc
<input type="checkbox"/> Support the Work Life Balance Network established across Health to provide employees with an avenue for sharing information about work life balance initiatives and issues, advocating for work life balance initiatives and encouraging others to get involved.
<input type="checkbox"/> Provide education, support and resources for employees to raise their awareness of work life balance policies and practices, and employee entitlements.
<input type="checkbox"/> Conduct seminars at the workplace on work life balance and flexible work practices.
<b>EQUITABLE ACCESS TO FLEXIBLE WORK PRACTICES</b>
<input type="checkbox"/> Develop measures that ensure equity in the way policies or programs are accessed by employees.
<input type="checkbox"/> Develop guidelines for assessment of requests for flexible work practices, including the decision-making process, negotiation and implementation.
<input type="checkbox"/> Ensure processes are in place to enable employees aggrieved about a decision affecting their work life balance to have their concerns addressed e.g. employee grievance resolution process.
<b>IMPLEMENTATION</b>
<input type="checkbox"/> Establish Working Groups / Work Life Balance Coordinators within Hospitals and Health Services. Identify who will be responsible for implementing work life balance initiatives together with managers and staff.
<input type="checkbox"/> Provide appropriate support, services or facilities to underpin work life balance initiatives. Options may include: <ul style="list-style-type: none"> <li>• Provision of childcare information and resources.</li> <li>• Provision of childcare liaison roles</li> <li>• Provision of childcare centres or placements at local Childcare Centres for children of health service employees.</li> <li>• Provision of family rooms / breast feeding rooms</li> </ul>

<ul style="list-style-type: none"> <li>• Provision of services such as out of school care, vacation care etc.</li> </ul>
<input type="checkbox"/> Review current programs or services to assess whether they meet the needs of employees or whether they could be expanded to better meet work and family/personal needs.
<input type="checkbox"/> Identify existing services in the community and determine whether they are suitable, available and affordable for employees.
<input type="checkbox"/> Network with other agencies and service providers to share information on existing or proposed work life balance initiatives, to avoid 'reinventing the wheel'. Utilise best practice examples and adapt them to meet your organisation and employee needs.
<input type="checkbox"/> Ensure a collaborative approach to introducing flexible work practices involving all key stakeholders, forming appropriate partnerships and utilising appropriate expertise.
<input type="checkbox"/> Collect data to support work life balance initiatives. Record, report and monitor uptake of flexible work practices in order to measure success and recognise / reward positive initiatives, or highlight areas where improvements are required. This can assist in identifying systemic barriers and putting in place strategies to overcome them.
<input type="checkbox"/> Promotion of awards or rewards that recognise innovation and achievements in this area.
<b>EVALUATION AND REVIEW</b>
<input type="checkbox"/> Ongoing evaluation and review of work life balance policies, programs and initiatives to ensure they remain current, relevant and responsive to employee and organisation needs.
<input type="checkbox"/> Ensure compliance with policy and legislation, and take appropriate action where non-compliance exists, to rectify problem areas.