Flexible Working Arrangements
Utilisation Report
2015

Learning, Development and HR Services Division
OHRM
The current policy on flexible working arrangements, ST/SGB/2003/4, outlines four options of flexible working arrangements: staggered working hours, compressed work schedule, scheduled break for external learning activities, and telecommuting.

The number of staff utilising FWA has been increasing significantly. In 2015, 3,045 staff members used FWA, which is a 30.8% increase from 2014. “Staggered hours” and “telecommuting” are currently the most frequently used options. The use of “staggered hours” and “telecommuting” has been increasing steadily since 2012, the use of “compressed schedule” and “scheduled breaks for learning” has been decreasing since 2013.

“One way to attract and retain quality staff, in particular women, is to pay more attention to the conditions that will lead to a better balance between their professional and personal lives”.

Secretary-General, para 182 of A/57/387 - Report of the SG on Strengthening of the UN: an agenda for further change

Variation of FWA usage from 2012 to 2015

<table>
<thead>
<tr>
<th>Year</th>
<th>Breaks for learning</th>
<th>Compressed schedule</th>
<th>Staggered hours</th>
<th>Telecommuting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>0</td>
<td>200</td>
<td>400</td>
<td>600</td>
</tr>
<tr>
<td>2013</td>
<td>200</td>
<td>400</td>
<td>600</td>
<td>800</td>
</tr>
<tr>
<td>2014</td>
<td>400</td>
<td>600</td>
<td>800</td>
<td>1000</td>
</tr>
<tr>
<td>2015</td>
<td>600</td>
<td>800</td>
<td>1000</td>
<td>1200</td>
</tr>
</tbody>
</table>

1. OHRM, supported by FWA Focal Points and Executive or Human Resources Offices in departments/offices has been collecting data manually on the utilisation of FWA based on forms submitted to Executive or Human Resources Offices. In the absence of a software tool to be used to record the use of the flexible working arrangements, keeping track of FWA is cumbersome and often incomplete. As a result, the information received by OHRM is not always fully complete or accurate and can only serve as an estimate for the actual utilisation of FWA. It is likely that a good number of FWA go unreported and are put in place through ad hoc agreements rather than through formal time-bound agreements. With the introduction of UMOJA, FWA will be captured in an organization-wide system, which will be advantageous for timely and accurate reporting on FWA utilisation.

2. In 2015, data on the utilisation of the four FWA options were received from the following departments and offices: DGACM, OICT, DESA, DPA, DPI, DPKO&DFS, DSS, OCHA, ODA, OHRLLS, OIOS, OLA, DM, ECLAC, ESCAP, ESCWA, ECE, UNOV/UNODC, OHCHR, UNCTAD and UNOG. The following offices reported no usage of FWA: CTED, DM/UNPO, DM/UNDEF and DM/UNFIP.
2015 FWA utilisation by gender

1,731 (57%) female staff
1314 (43%) male staff
Total: 3,045

2015 FWA utilisation by option and gender

For all four options, the number of female staff utilising FWA is higher than the number of male staff utilising FWA.

2015 FWA utilisation by option and category
2015 overall utilisation of FWA by level & gender

<table>
<thead>
<tr>
<th>Level</th>
<th>G-6</th>
<th>G-5</th>
<th>P-4</th>
<th>P-3</th>
<th>G-4</th>
<th>G-5</th>
<th>P-2</th>
<th>G-7</th>
<th>G-3</th>
<th>D-1</th>
<th>L</th>
<th>G-2</th>
<th>D-2</th>
<th>NOP</th>
<th>other</th>
<th>USG</th>
<th>P-1</th>
<th>ASG</th>
<th>GL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>215</td>
<td>176</td>
<td>251</td>
<td>187</td>
<td>112</td>
<td>116</td>
<td>73</td>
<td>48</td>
<td>49</td>
<td>31</td>
<td>10</td>
<td>20</td>
<td>10</td>
<td>5</td>
<td>6</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>363</td>
<td>347</td>
<td>247</td>
<td>201</td>
<td>128</td>
<td>87</td>
<td>122</td>
<td>92</td>
<td>18</td>
<td>23</td>
<td>31</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

G-6, G-5, P-4 and P-3 level staff are the highest users of FWA. Within those levels, female staff have a higher rate of FWA usage, except at the P-4 level, where 51% of the FWA users are men.

Variation of FWA usage for G and P between 2012 and 2015

The number of staff in the General Service and Related Categories utilising FWA exceeded the number of staff in the Professional Category utilising FWA for the first time in 2013.
Overall utilisation of FWA by Department/Office & Gender

Conclusion:

Although wide variations exist in the usage of flexible working arrangements across departments and levels of staff, there has been a significant increase in the overall usage of FWA in 2015, as has been the case in recent years. Telecommuting and staggered working hours are the most popular options and have shown a steady increase in usage over the last three years. FWA is more often used by female staff overall, however the proportion of women using FWA versus men can vary quite significantly between departments/offices.

As technology improvements continue and with greater awareness of staff and managers of FWA, we can expect increased usage in the next years.

UNOG is the only department/office where more male staff used FWA than female staff in 2015.

The following offices reported no usage of FWA: Counter-Terrorism Committee Executive Directorate (CTED), United Nations Office for Partnerships (UNOP), United Nations Democracy Fund (UNDEF) and United Nations Fund for International Partnerships (UNFIP).