



Flexible Working Arrangements (FWA)

2017 Utilisation Report

Background

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 breaks for external learning activities, and telecommuting. This report summarizes different data trends for 2017 in relation to gender, level of staff using FWA in offices and departments.

FWA Focal Points and Executive Offices in departments/offices have been collecting data on the utilisation of FWA, and OHRM has been using these records to compile the FWA utilisation reports. In 2017, staff continued using Umoja to record some of their flexible working arrangements, and the availability of this option has allowed us to capture additional information that was not recorded in FWA agreements filed with Executive Offices.

Since at the moment only two of the FWA options can be recorded in Umoja, namely telecommuting and compressed schedule, OHRM is in discussions with the Umoja team to work on making the recording of FWA options more user friendly. Once those options are developed, the recording by staff of their flexible working arrangements will be more comprehensive, and the reporting will become more streamlined.

Sources of 2017 FWA utilisation data

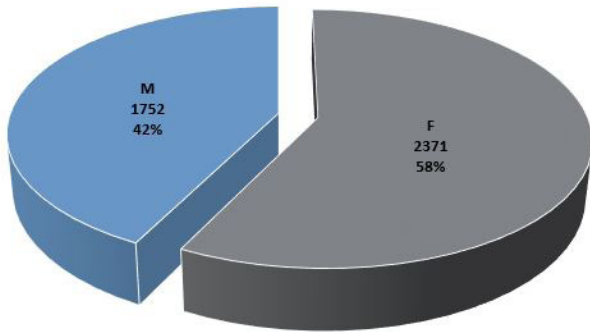
A total of 4,123 staff availed of FWA in 2017. The data on the utilisation of the four FWA options were received from the following departments and offices: DESA, DGACM, DPA, DPI, DM, DSS, ECE, ECLAC, ESCAP, EOSG, ESCWA, ETHICS, OAJ, ODA, OMS, OHRLS, OIOS, OLA, UNEP, UNCTAD, UNJSPF, UNOG, UNON and UNOV/UNODC. Additional data was extracted from Umoja to complement that submitted by departments/offices.

What the data shows

The number of staff who avail of different options of flexible working arrangements continues to increase, and we see a clear trend for the increase of the number of staff using telecommuting. This is correlated with a downward trend in the use of the other three working arrangements. Many factors could be contributing to this trend, including more dissemination of information to staff on the use of FWA, availability of more technology that supports work away from the office, the efficiency of virtual meetings and the use of flexible workspace.

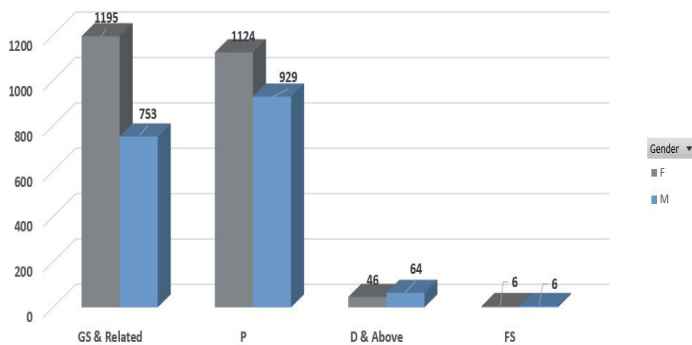
As in past years, there is a pattern of more women than men using FWA overall (58% women versus 42% men). However, the gender patterns vary by category and level. For instance, while strong female usage of FWA is particularly pronounced among the Professional and GS and related categories who use FWA, a higher number of male at the levels of Director, USGs and ASGs are using FWA. More female staff use telecommuting and compressed schedule (in both the professional and GS categories), whereas for staggered hours there is a difference between categories: for the GS and related categories, more women use it than men, but in the professional category, the reverse is true. Staff at the Professional category (both men and women) use more telecommuting and compressed schedule, while staff at the GS and related categories use more staggered hours and other FWA options.

2017 FWA utilisation by gender



58% female staff (n= 2,371) | 42% male staff (n= 1,752).

2017 FWA utilisation by staff category and gender



Professional level:

54.75% female (n=1,124) and 45.25% male (n=929)

General service and related categories:

61.34% female (n=1,195) and 38.66% male (n=753)

Director and above:

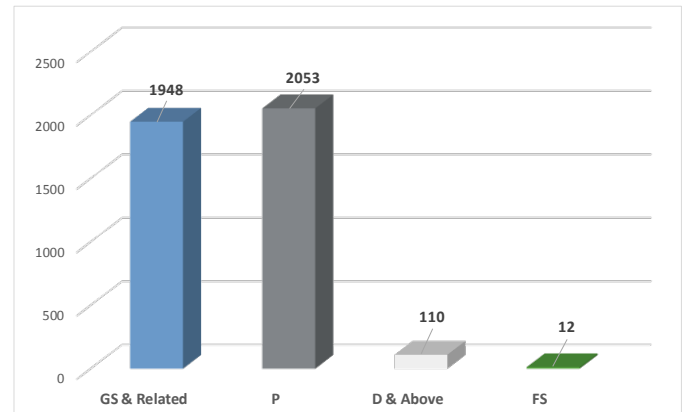
41.82% female (n=46) and 58.18% male (n=64)

Field Service:

50% female (n=6) and 50% male (n=6)

The number of female staff utilising FWA is higher than the number of male staff utilising FWA, and this difference is more significant among staff in the Professional and GS and related categories.

2017 FWA utilisation by staff category



49.79% staff members in the Professional category (n= 2,053)

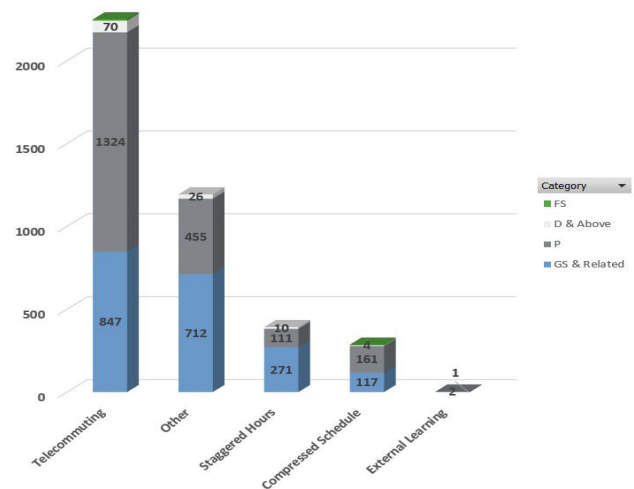
47.25% staff members in the General Service & Related categories (n= 1948)

2.67% Directors (n= 110)

0.29% staff members in the Field Service category (n= 12)

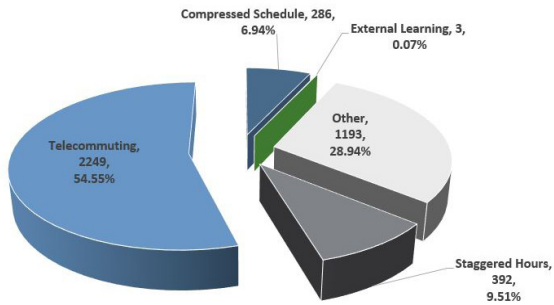
The number of staff in the Professional category and above utilising FWA is slightly higher than the number of staff in the General Service and related categories but both categories seem to avail of the arrangements equally.

2017 FWA utilisation by modality of flexible working arrangements and staff category



Telecommuting and compressed schedule are used more frequently by Professional staff while staggered hours and other FWA options are used more frequently by staff in the General Service and related categories.

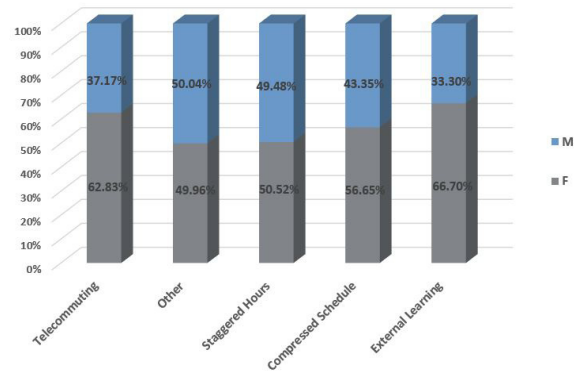
2017 FWA utilisation by modality of flexible working arrangement



Telecommuting:
54.55% (n= 2,249)
Staggered hours:
9.51% (n= 392)
Compressed schedule:
6.94% (n= 286)
Scheduled breaks for external learning:
0.07%(n= 3)
Other:
28.94% (n= 1,193)

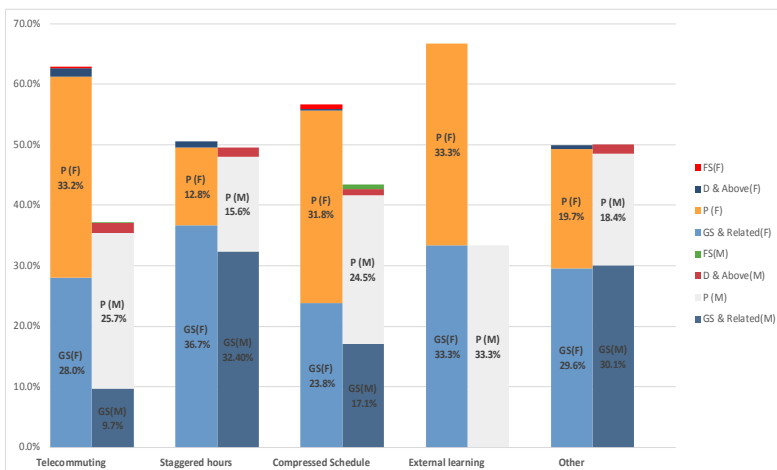
The overwhelming majority of staff use either telecommuting or other FWA as the preferred modality of flexible working arrangement. "Telecommuting" is the most frequent option, followed by "Other" and "Staggered hours". "Compressed Schedule" and "Scheduled breaks for learning" are the least frequent options.

2017 FWA utilisation by modality of flexible working arrangement and gender



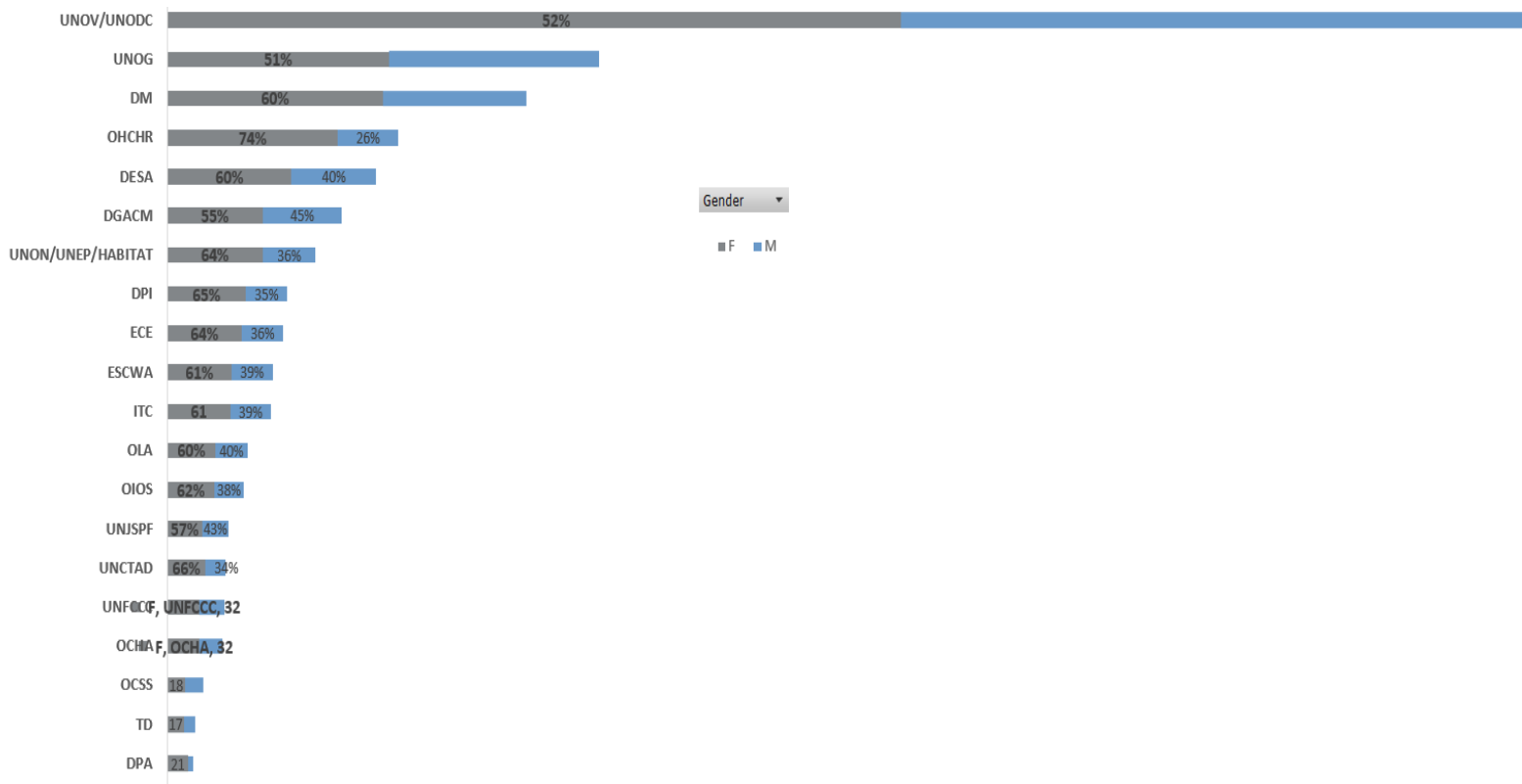
Telecommuting:
62.83% female (n=1,423) and 37.17% male (n=836)
Staggered hours:
50.52% female (n=198) and 49.48% male (n=194)
Compressed Schedule:
56.65% female (n=162) and 43.35% male (n=124)
External learning:
66.7% female (n=2) and 33.3% male (n=1)
Other:
49.96% female (n=596) and 50.04% male (n=597)

2017 FWA utilisation by modality of flexible working arrangements, gender and level



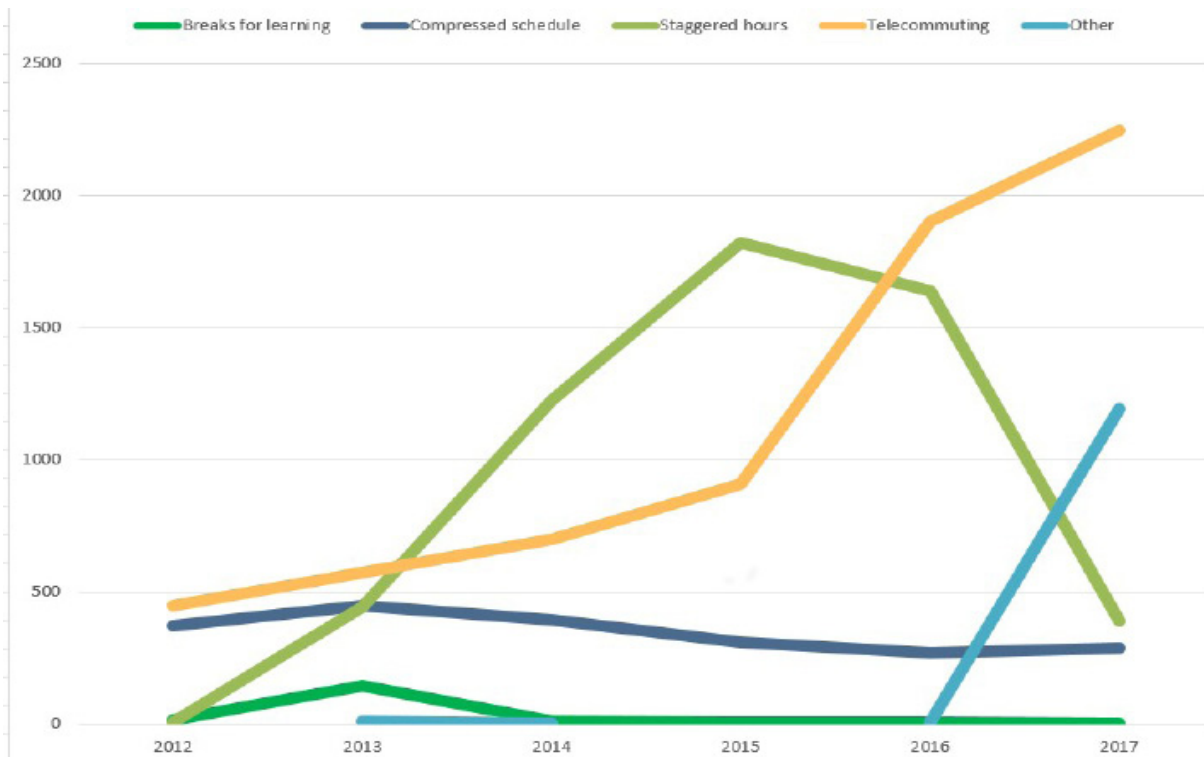
More female staff use telecommuting and compressed schedule (in both the professional and GS categories), whereas for staggered hours there is a difference between categories: for the GS and related categories, more women use it than men, but in the professional category, the reverse is true.

2017 FWA utilisation by department/office



In all offices, female staff members use FWA more than male staff members, except for UNOG and UNOV where FWA utilisation is gender neutral.

Variation of the use of FWA between 2012 and 2017



The number of staff who avail of different options of flexible working arrangements continues to increase, and we see a clear trend for the increase of the number of staff using telecommuting. This is correlated with a downward trend in the use of the other three working arrangements, and is particularly acute in the case of staggered hours.