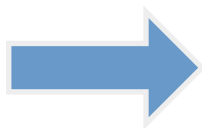
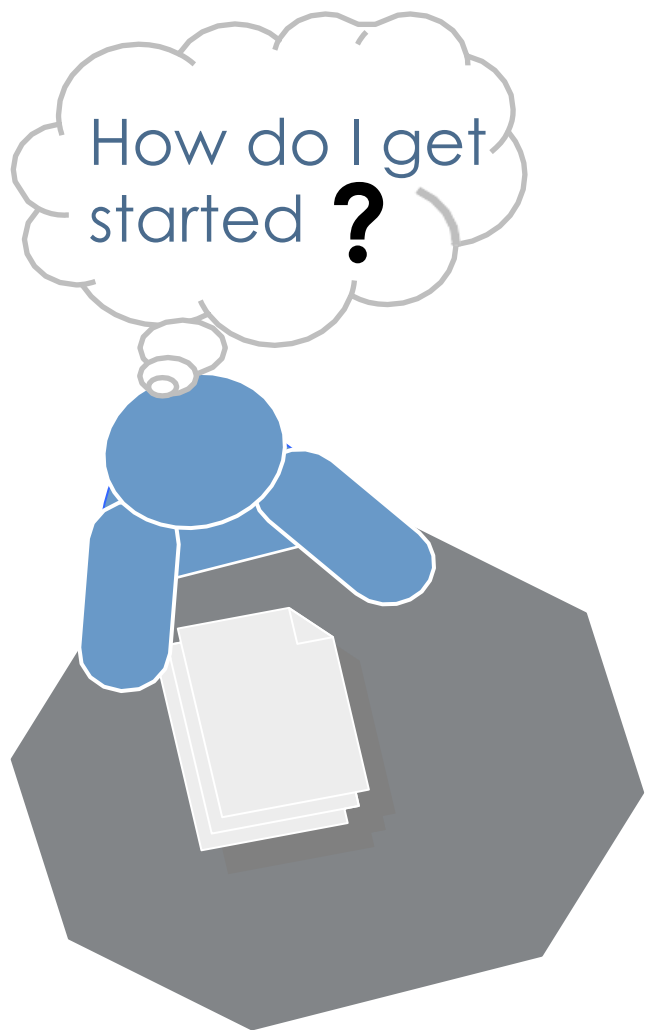


# FWA Implementation guide for staff



3 simple steps

1

Prepare



2

Request



3

Implement



# FWA Implementation guide for staff

1

## Prepare

**Before approaching your supervisor with your request you should:**



Check the FWA information site on the **HR Portal**:  
<https://hr.un.org/page/flexible-working-arrangements>



Familiarize yourself with:

- The available options of FWA and eligibility
- The ST/SGB/2003/4 policy on FWAs
- The agreement forms to use for each FWA option



Identify the FWA option that best suits your need



Consider the reasons why you are requesting FWA



Speak with your FWA Focal Point to help clarify any questions you may have

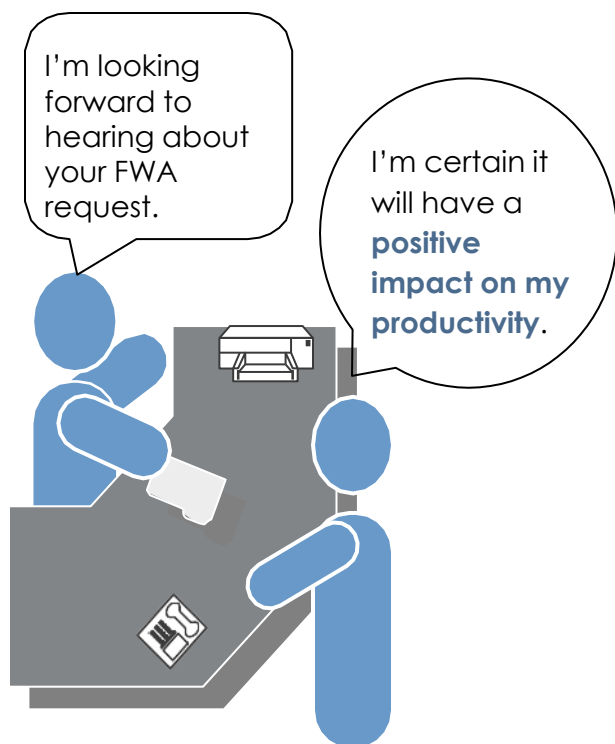


# FWA Implementation guide for staff

2

## Request

Once you have decided which FWA option best suits your needs



- ➔ Set up a meeting with your supervisor to discuss the FWA request
- ➔ Discuss the terms of the request including job responsibilities and expectation on the delivery of work
- ➔ Suggest how work will be **monitored** and **measured**
- ➔ Stress the importance of **two-way communication** should any challenge arise

### If your request is approved

- ➔ Fill out the FWA agreement form found on the HR portal
- ➔ Once signed by you and your supervisor, submit a copy of the FWA agreement form to your Executive / Administrative Office

# FWA Implementation guide for staff

3

## Implement

After your FWA request has been approved



- ➔ Consider a **trial period** so that you and your supervisor can work collaboratively together in implementing the agreement
- ➔ **Communicate regularly** on the progress made towards your outputs/potential setbacks
- ➔ Seek **regular feedback** on performance and on the implementation of the arrangement.

Be conscious that the successful implementation of FWAs is a two-way process shared by **you** and your **supervisor**