

# FWA Implementation Guide for Staff Members

## Worksheet 2

### Identifying the right FWA option

To help you decide on the FWA option(s) that best suits your needs, answer the questions below. This will assure that you are approaching your decision to request an FWA with responsibility.

#### 1. **Staggered Working Hours**

Staff members are expected to be present during a core period of the working day. The core period will be set at each duty station. Staff must complete the balance of working hours for each day before, after, or partly after, the core period.

Questions	Yes	Maybe	No
Will scheduled meetings coordination of projects, etc. be affected?			
Can your job duties be performed equally well under the proposed FWA?			
Would the proposed work schedule negatively affect your job commitments?			
Are there any safety concerns or building access issues?			

#### 2. **Compressed Work Schedule**

Allows the staff member to work longer hours over the course of a two-week period by distributing among the nine days the hours that would have otherwise been worked on the tenth day.

Questions	Yes	Maybe	No
Do you have the energy to concentrate and stay highly focused for long periods of time without burning out?			
Is working the longer hours advantageous in terms of productivity?			
Will scheduled meetings, coordination of projects, etc. be affected?			
Can your job duties be performed equally well under the proposed FWA?			
Can you develop a reasonable work schedule for completing your work?			
Would the proposed work schedule negatively affect communications with your supervisor and/or colleagues?			
Can you identify potential work problems or obstacles related to your request and think of ways to overcome them?			

### 3. Scheduled Break for External Learning Activities

Staff members who wish to attend courses relevant to their professional development may request breaks of up to three hours per day for a maximum of two days per week.

Questions	Yes	Maybe	No
Will scheduled meetings be affected?			
Can your job duties be performed equally well under the proposed FWA?			
Can you develop a reasonable work schedule for completing your work?			
Can you identify potential work problems or obstacles related to your request and think of ways to overcome them?			

### 4. Work Away from the Office: Telecommuting

Allows a staff member to work up to two days per week working from an alternate work site provided that they have access to the necessary equipment to be reached by telephone and/or e-mail.

Questions	Yes	Maybe	No
Will the working environment be adequate to perform your work responsibilities?			
Does your job require daily face-to-face time with other staff members?			
Will scheduled meetings, coordination of projects, etc. be affected?			
Are you self-directed and comfortable working without close supervision?			
Can your job duties be performed equally well away from the office?			
Can you develop a reasonable work schedule for completing your work?			
Do you have access to technology/equipment at the alternative job site to perform the essential functions of your job?			
Would the proposed work schedule negatively affect communications with your supervisor and/or colleagues?			
Can you identify potential work problems or obstacles related to your request and think of ways to overcome them?			
Can you exhibit as much flexibility as you are asking of your supervisor and fellow colleagues? (i.e. coming to the office on a short notice to attend to a work related emergency)			
Do you accept that business needs may necessitate you coming to work on your telecommuting day?			
If you take care of dependents, do you have adequate support/care while you telecommute?			



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