

# FWA Implementation Guide for Supervisors

## Worksheet 6 Reviewing the FWA agreement

When the FWA agreement is up for renewal, this worksheet will help you to discuss the terms and overall benefits/challenges of the FWA agreement with the staff member.

1. How well have the FWA been meeting the work commitments of the Department/Office identified in the agreement?

2. What was the impact of the FWA? Consider the quality of work produced.

3. Did the quality of communications with the supervisor, peers and clients meet the stated expectations?

4. Has the FWA agreement affected colleagues? Consider productivity and the overall effect on the team members' and supervisor workload.

5. What needs to be improved or changed?

6. What should be recognized and celebrated?



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