

# Flexible Working Arrangements:

Implementation Guide for Staff

## 1 Prepare

**Before approaching your supervisor with your request, be sure to:**

- Check the FWA [toolkit and resources](#) on the HR Portal
- Review the FWA options and eligibility in [ST/SGB/2019/3](#) and [ST/IC/2019/15](#)
- Choose the FWA option that best suits your work-life
- Speak with your HR Partner/Business Partner to help clarify any questions you may have

## 2

# Request

### **Once you have decided which FWA option best suits your situation:**

- Arrange a meeting with your supervisor to discuss the FWA request
- Discuss the terms including responsibilities and expectations 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

# 3

## Implement

### **After your FWA request has been approved:**

- Consider a trial period so that you and your supervisor can work collaboratively in implementing the new work arrangement
- Communicate regularly on the progress made towards your outputs and potential setbacks
- Seek regular feedback on performance
- Recognize that the successful implementation of FWA is a two-way process