

W**180**ORK

# Guide to negotiating flexible working conditions



[work180.com.au](http://work180.com.au)



## How will this guide help you?

We are pleased to provide you with this guide to negotiating flexible working, which can often be interpreted as a taboo subject at many organisations.

Whether you are a mother returning to work, or someone looking for flexibility because of other caring commitments, health reasons, sporting interests, looking for an alternative to retirement or pursuing side projects, this guide is for you.

Companies with the most engaged workforces offer flexibility and are focused on creating an inclusive culture where the reason for needing flexibility does not matter. Offering flexible work opportunities makes sense for everyone.

We have broken the guide down into **3 core steps** and we hope you find this useful!

1

Do your research



2

Plan how it's going to work



3

Have the conversation

# How will this guide help you?

Before we discuss how you can approach working flexibly with your current or new employer, it's important to understand the different types of flexible working. Flexibility means something different to everyone.

1

## **Part-time**

Employees are hired to work less than standard full-time hours

2

## **Compressed hours**

Employees cover their standard working hours in less days

3

## **Job sharing**

One full-time job is split between two employees who agree the hours between them

4

## **Term-time working**

An employee remains on a permanent contract but can take paid/unpaid leave during school holidays

5

## **Shift swapping**

Employees arrange shifts amongst themselves provided all requirements are covered

6

## **Staggered hours**

Employees have different start, break and finish times than standard hours

7

## **Work from home / teleworking**

Employees spend some or all of their week working from home or another premises other than the employers'

8

## **Flexi-time**

Employees have the freedom to work in any way they choose outside a set core of hours determined by the employer

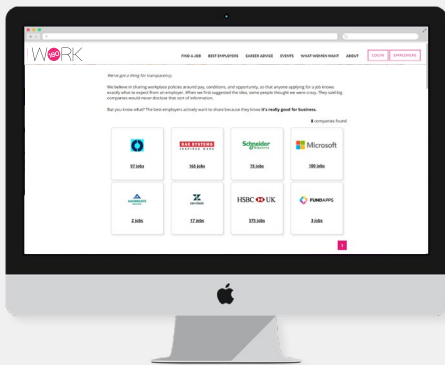
# 1

## Do your research

Per the Australian Fair Work Ombudsman, The National Employment Standards (NES) include a right for certain employees to request flexible work arrangements from their employer. An employer can only refuse such a request on “reasonable business grounds”.

Understand whether your employer has a formal HR Policy regarding flexible working. These can usually be found on the company intranet.

Try to find out if there are any other employees are working flexibly, whether that be under formal or informal arrangements.



Check whether the employer supports flexible working by checking the tables on the “Best Employer” section of the WORK180 site.

Employers which truly walk the talk when it comes to flexible working will have the Flex Able Certification, simply look for this logo:



## 2

# Plan how it's going to work

Before you approach your employer, have a plan in mind around how the flexible arrangement will work. Approach the plan with your employer in mind first and understand the following:



Some questions to keep in mind when formulating the plan:

- a)** Does your employer have the technology & infrastructure to support a flexible arrangement?
- b)** How will your employer be able to measure work and productivity output effectively?
- c)** How can you ensure expectations are set with clients and team members around hours of work?
- d)** Consider metrics that can be put in place to measure the effectiveness of the flexible arrangement

# 3

## Have the conversation

The preparation work has been done and it's time to have the conversation with your employer. Of course, we will all have different relationships with our managers, so each approach will need to be carefully thought through depending on that relationship. Below are some general tips on how you can have the discussion:



- 1.** Book a meeting- it might sound obvious, but it's important the discussion isn't had in an ad-hoc setting
- 2.** Have your plan ready and be able to clearly articulate how it's going to work
- 3.** Be prepared to negotiate a staggered approach such as working from home 1 day a fortnight initially to demonstrate it's effectiveness
- 4.** Be confident! Research has shown countless times how employees with flexible work arrangements are some of the most productive in the workforce

We hope you have found this useful! Please keep an eye out for more guides and events WORK180 are offering to support you in your career. You can do this by following us on social media and keeping an eye on our [website](#).

Our mission is:

**“To become the #1 job platform globally for women by 2022, along with setting the standards for what a good workplace looks like.”**

WORK180 is an international jobs network that connects smart businesses with the very best female talent. We pre-screen every employer on our jobs board to see where they stand on pay equity, flexible working, paid parental leave, equal opportunities and a range of other criteria. We also take into account initiatives that support diversification of age, ability, ethnicity and sexual orientation.

The information we uncover is made public on our website, so that everyone knows what to expect from each employer before applying for a job. We continually review and evolve our pre-screening criteria to ensure workplaces are fair and equal for everyone.

Set up a job alert, browse jobs, assess endorsed employers and subscribe to our newsletter to join the WORK180 network: [work180.com.au](https://work180.com.au)

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**Gemma & Valeria**  
WORK180 Co-founders