

MANAGING PEOPLE

*Flexible working: a step
towards creating more
inclusive workplaces*

Student ID: 2114989

Name : Yulia Vasilleva

Lecturer : Olusoyi Ashaye

TABLE OF CONTENT

1. *Introduction*
2. *The effect of COVID - 19 on flexible working hours*
3. *What is flexible working*
4. *Types of flexible working practices*
5. *Why flexible working has gained currency*
6. *What are the benefits of flexible working arrangements?*
7. *The impact on HR*
8. *Conclusion*
9. *Reference*





INTRODUCTION

In this presentation, I will present what flexible working hours are and what their benefits are. I will introduce you to the types of flexible working hours that different companies have adopted to work with. You will see how flexible working hours have become increasingly popular in recent years. I will explain the role and influence of HR on flexible working conditions. Finally, I will summarize everything said above so that all the advantages of flexible working hours become clear.

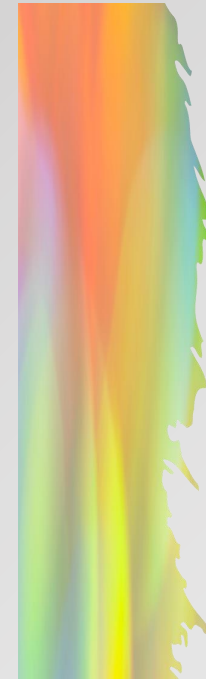
The effect of COVID - 19 on flexible working hours

The pandemic made flexible working possible on a never-before-seen scale. Implementing flexible working was a tactical solution as lockdown limitations caused many offices to close. A new age of flexible working was born when UK-based firms were pushed to accept the government's requirements to allow employees to work from home due to the Covid-19 epidemic, which posed a hazard to public health. After the pandemic, many companies found themselves short of staff. Many firms were able to maximize the availability of their personnel and carry on business throughout the pandemic by allowing flexibility.

What is flexible working?

Flexible working is defined as agreements between the employee and the company to change the number of working days, and the location of work or reduce working hours without affecting productivity. When a company permits an employee to independently plan their professional life, including how they work and when they work, this is referred to as flexible working.

Munsch, C. L. (2016)



Types of flexible working practices

Flexi - This method means that we determine our working hours, and we respect our pre-arranged hours.

Compressed hours - This means that our final working hours for the week will be spread over fewer working days.

Staggered hours - In this method, the worker has created a schedule with different working hours from colleagues' schedules due to personal reasons. The final hours are the same, but the worker may start work earlier or later than the others.

Location - With this method, there may be the option of working from home or the office or a combination of working hours between the two.

Job sharing - It is a sharing of tasks between two people to distribute the workload and hours.

Part-time- Working fewer hours a week.

Annual Hours - Workers have a certain number of hours they must work per year. When and how many hours they will work depends on the work volume at the given moment.

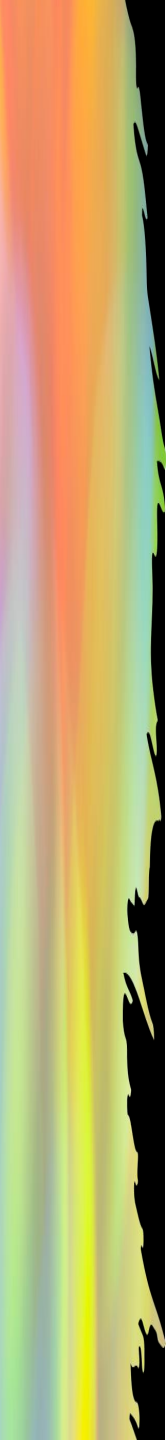
Kelliher, C., & Anderson, D. (2010)



Why flexible working has gained currency

Flexible working hours are increasingly preferred among employees. According to CIPD studies, providing the possibility of flexible working hours will increase the motivation of workers. Employees who like their jobs and are satisfied with their working conditions will be much more productive at work. The report supports this, as higher levels of engagement, as a result of flexible working, can reduce staff turnover by 87 the percentage. Demand for flexible working hours is increasing in the UK.

GREENHALGH, D. (2019)



What are the benefits of flexible working arrangements?

- **An increased feeling of personal control** - Flexible working conditions guarantee relaxed planning of personal duties without having a major impact on professional development.
- **Flexible scheduling reduces staff turnover** - More and more workers are willing to change their job to a company with flexible working hours, even if it is at the expense of pay. I would recommend more companies to introduce flexible working conditions.
- **Reduce travel costs** - By being able to work from home, people save on travel costs. The money saved, employees can invest in various courses to improve their skills and make an office in their home for higher productivity.
- **Part-time work as an option** - Offering a part-time position can support maintaining the necessary productivity levels while giving certain individuals the schedule they require to manage their life.
- Allen, T. D., Johnson, R. C., Kiburz, K. M., & Shockley, K. M. (2013)

What are the benefits of flexible working arrangements?

-Flexible work arrangements make employees feel more valued - When employees feel appreciated and valued at their workplace, it makes them perform even better. Studies have shown that about 40% of people leave their jobs because they think they are not appreciated for their achievements.

-It reduces the amount of stress that occurs in the workplace-Employees can almost immediately experience less stress at work when this choice is offered to them. This makes it easier to achieve your objectives, mission, and vision over time since you'll have happier, more productive employees.

-Flexible work schedules reduce tardiness and absenteeism - Employees are more likely to arrive on time for their shift when they have the choice to designate an alternate work arrangement. Additionally, these employees are more likely to continue working at higher levels of productivity for the duration of their shifts. Unplanned absences, call-offs, and no-shows may significantly decrease.

The impact on HR

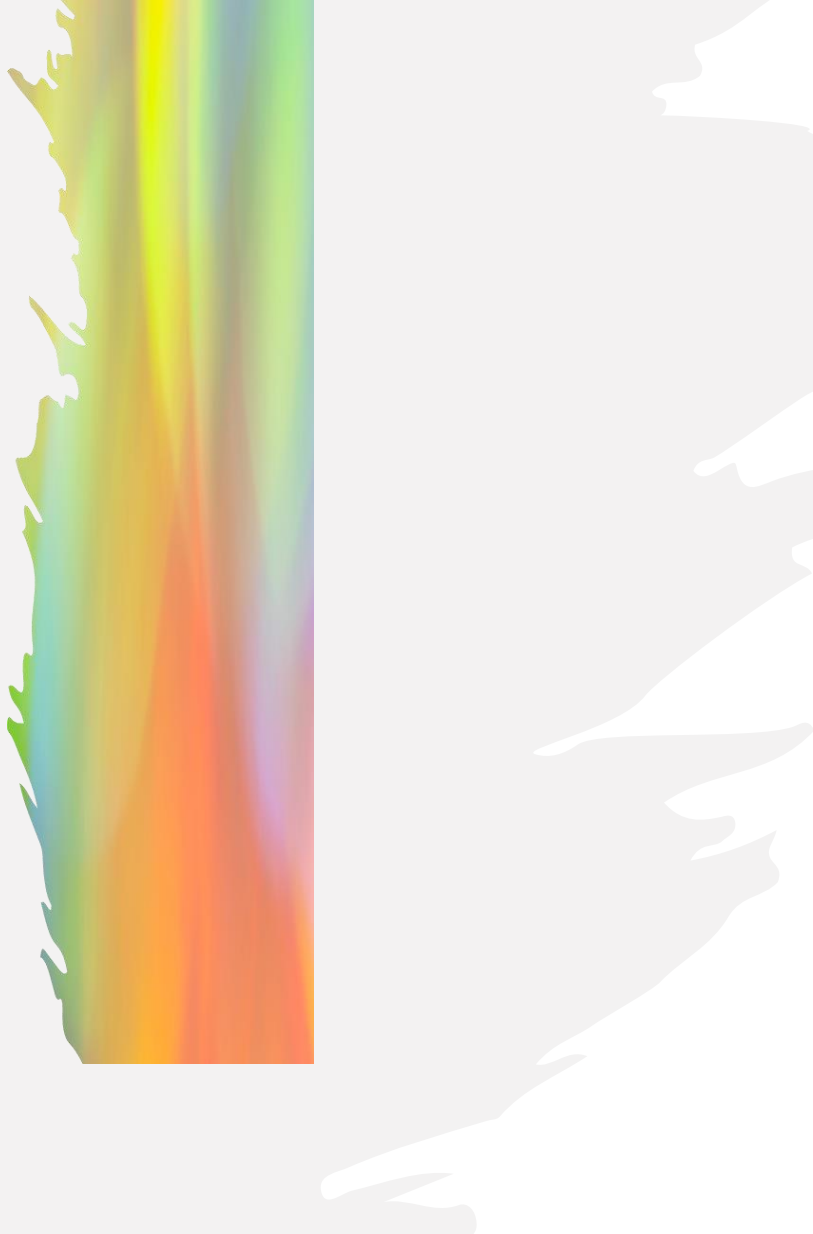
While there are evident advantages for both employees and employers, there are a number of factors that must be taken into account in all talks, in addition to recurring worries. HR must first play a part in educating employees about their right to seek flexible schedules and the advantages that could result from doing so. If there are no real obstacles to permitting flexible working, HR may need to assist in educating senior employees about the advantages for the company and how it might boost performance. If flexible working is approved, line managers might need assistance in figuring out new ways to manage their personnel. To make sure that employees are treated equitably, line managers with flexible teams must have their performance closely watched. Anyone who chooses flexible working arrangements must ensure that they do not lose out on training, professional development opportunities, or other benefits as a result.





CONCLUSION

In general, it can be said that in recent years, flexible working hours are gaining more and more popularity and more and more companies prefer to offer this service. Recent studies show that far fewer people leave their jobs if they have the option to work with flexible working hours. It can be said that employees are much happier and, accordingly, much more productive. Flexible working hours are perceived as an opportunity to deal with both personal and professional tasks on time.



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