**Questions to ask when considering flexible working arrangements.**

**Below are a series of questions managers should ask themselves before accepting or rejecting flexible work arrangements.**

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|[ ]  Do I need to grant a flexible working arrangement to this employee as per the Fair Work Act, award, or agreement? |
|[ ]  How appropriate is the flexible work arrangement that has been proposed? |
|[ ]  Has the employee made it clear what they are hoping to seek from this arrangement? |
|[ ]  How long will the arrangement be in place? |
|[ ]  Can work objectives be met another way if the flexible work arrangement is put in place? |
|[ ]  How will the arrangement impact on the current work team and its priorities? |
|[ ]  Does the request require a level of resourcing that can be accommodated? |
|[ ]  How will workload issues be covered – does this present an opportunity to develop other team members? |
|[ ]  Does the employee have face-to-face client contact, and if so, how can this arrangement be considered without disruption to the service provided? |
|[ ]  Will the proposed flexible working arrangement adequately address the employee concerns, and reason for seeking a flexible work arrangement? |
|[ ]  Will the employee’s arrangement impact their participation in important team events? |
|[ ]  Do you have suggestions for alternative arrangements that may suit the employee and the work team if you can’t accommodate their original request? |
|[ ]  Does the arrangement require a contract variation, or can it be accommodated informally?  |
|[ ]  How will the arrangement be documented? |
|[ ]  How often will we review this arrangement to ensure it is working? |