# Implementation and monitoring plan (sample)

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| **Team Member** | **Flexibility Option** | **Implementation** |
| **A** | Work from home 1-2 half days per week. Mostly Wednesday and Friday but flexible when it comes to ensuring personal attendance at key meetings. | * *Note the half days in Outlook diary* * *Remind team* * *Use work laptop* * *Check in from home as needed.* * *Be in the office for team meetings* |
| **B** | Work from home one day a week. Possibly a regular day but could be flexible to ensure meetings are not impacted. | * *Note day in Outlook diary* * *Remind team* * *Avoid days where key meetings take place.* * *Use work laptop* * *Check in with Manager on day working from home as needed* |
| **C** | Work 5 days per fortnight from XYZ office. | * *Use of XYZ office arrangement* * *Note day in Outlook diary.* * *Remind team.* * *Avoid days where key meetings take place.* * *Use work laptop* |
| **D** | Work from home one day a week. Generally a set day but flexible to ensure meetings are not impacted. Option to make small ad hoc variations to core time without the need for a flex e.g. finish at 3.00 pm. | * *Note day in Outlook diary* * *Remind team.* * *Avoid days where key meetings take place* * *Use work laptop* * *Check in with Manager on day working from home as needed* |
| **E** | Work from home one day per fortnight. Same day. | * *Note in Outlook diary* * *Remind team* * *Avoid days where key meetings take place* * *Use work laptop* * *Check in with Manager on day working from home as needed* |
| **F** | Being able to make up hours within flexible bandwidth during the week. | * *Good communication with team and manager* * *Noting meeting times /mindful of meetings* |

***Note:*** *Working from home is voluntary during the trial. At any time you prefer to come into the office, just ensure your calendar reflects this.*

**Implementation guide:**

* Everyone’s hours across the week must be the required 35 hours per week.
* Maintain communication with manager/team as to when you will work away from office, and when you are online
* Avoid selecting days to work away from the office when key meetings take place
* Keep calendars up to date with pre-planned days out of office and leave including flex
* Sharing outlook diaries
* Ensuring when we are working from home or we’re going to be in later that this is in our diary and we’ve emailed or called or mentioned to the team/manager
* Meetings with external stakeholders – w here possible attend in person
* Presence of a senior adviser in the office each day for urgent requests /urgent meetings - good coordination and/or where no senior adviser can be, then a principal adviser in the office
* Flex rules and guidelines remain in place

**Attitude/approach:**

* When working from home, we’re online and we’re available
* When working from home we provide manager and colleagues with updates on our work
* When working from home we pick up the phone and check in as a way of ensuring good communication is maintained, regardless of flexibility arrangements. Likewise, manager and colleagues can connect by phone
* Ensure people are not ‘invisible’ when they work from home - inclusion, connection and communication effort

**Working from home**

* Please review the checklist
* Environment must be safe e.g. work at a desk with a suitable chair and good light
* Security – when working from home ensure good security practices e.g. put away work papers, laptop security etc. Just as you would at work