**Instructions**

* This pulse survey has been provided to agencies so progress of key flexible working perceptions and attitudes can be monitored, and as a source of interim data between People Matter Employee Surveys. It is also a way that agencies can reassure employees they are tracking progress in this policy commitment.
* It is not required for answering the Flexibility Implementation Tracker; we recommend agencies use their most recent People Matter Employee Survey (PMES) data for this if they have access, as it has been validated.
* The survey can be deployed by agency HR teams at agency level to test delivery, responses or data management issues. It can then be rolled out to pilot sites at lower levels, with a business rule that any site with less than 10 responses will need to be ‘rolled’ up to a higher level. For privacy purposes, no data about individuals should be collected (e.g. gender, grade).
* When deploying, it is essential to reassure employees that responses from individual employees will not be provided to line managers/supervisors regarding scores. A privacy statement has been provided below for use. To create trust and maximise the response rate, it is essential that the individual responses are restricted to a very limited number of people, and not saved in open files.
* We also recommend that agencies adapt the introductory language to one that best suits their audience and style. However, please do not adapt the question or answer text, so that comparability with other agencies can be maintained. Agencies can add questions as appropriate.
* The PSC recommends running the survey via Survey Monkey (or an agency’s own software).
* The PSC requests that results are provided as .csv to flexible.working@psc.nsw.gov.au to allow comparison. The PSC will then aggregate data collected in its Flexible Working Dashboard app for your agency to use as a reference point.

**Privacy/employee information statement:**

In 2016, the NSW Government committed to making all roles in the government sector flexible on an ‘if not, why not’ basis.

This survey provides an important opportunity for you to have a say about your experience of flexible working, and make this agency a better place to work.

‘Flexible working arrangements’ allow employees to change the where, when and how of their working arrangements in a way that suits them and their team/agency. This may include flexible hours of work, patterns of work, locations of work, or other arrangements. Question ***1*** has specific examples.

This survey is your opportunity to communicate directly with your agency’s leadership team. It will ask you about your own use of flexible working, as well as your experience of accessing it if you needed to. You are asked to be thoughtful, honest and candid in your responses.

The survey is completely confidential. Individual answers will not be seen by your line managers/supervisors. The results are merged together, not reported individually. Where people work in small teams, or there are less than 10 responses in a team, the results are merged with larger teams. Information about you or your job will not be collected.

Your participation in this survey is important and we thank you for your assistance.

**Survey questions**

1. In the past year, how often have you used any of the following flexible work arrangements? (PMES question 16i, broken down into regularity of use)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Occasionally | Regularly | Never |
| Flexible start and finish times |  |  |  |
| Working more hours over fewer days |  |  |  |
| Working additional hours to make up for time off |  |  |  |
| Flexible scheduling for rostered workers |  |  |  |
| Part-time work |  |  |  |
| Job sharing |  |  |  |
| Working from different locations |  |  |  |
| Working from home |  |  |  |
| Purchasing annual leave |  |  |  |
| Leave without pay |  |  |  |
| Study leave |  |  |  |
| Other type of flexible work |  |  |  |
| None of the above |  |  |  |

1. How satisfied are you with your ability to access and use any of these flexible working arrangements? (PMES equivalent, 8d as baseline for overall weighted score)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very satisfied | Satisfied | Neither satisfied or dissatisfied | Unsatisfied | Very unsatisfied |
| Flexible start and finish times |  |  |  |  |  |
| Working more hours over fewer days |  |  |  |  |  |
| Working additional hours to make up for time off |  |  |  |  |  |
| Flexible scheduling for rostered workers |  |  |  |  |  |
| Part-time work |  |  |  |  |  |
| Job sharing |  |  |  |  |  |
| Working from different locations |  |  |  |  |  |
| Working from home |  |  |  |  |  |
| Purchasing annual leave |  |  |  |  |  |
| Leave without pay |  |  |  |  |  |
| Study leave |  |  |  |  |  |
| Other type of flexible work |  |  |  |  |  |
| Satisfaction if none of the above accessed |  |  |  |  |  |

1. I feel I can talk to my manager about working flexibly for any reason
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. My manager supports flexible working in my team (PMES 2018 question 8e, baseline)
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. My manager explores the flexible working options possible for my role and team, to find a mutually beneficial solution
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. I can easily set up a flexible working arrangement based on current agency processes and procedures (not including technology)
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. I feel my work is measured on its quality, not on the volume of my workplace attendance
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. My use of flexible working allows me to manage my workload more effectively
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Not applicable – I do not currently work flexibly
1. My commitment to the team or organisation would be questioned if I worked flexibly
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. My team or work group has a spirit of co-operation and support that enables flexibility for all members in how, when and where work is done
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. My team or work group are willing to help each other, even if it means doing something outside our usual activities
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
1. My team or work group speak openly and honestly with each other about work issues
* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree