**For agencies WITHOUT access to People Matter Employee Survey data to answer the Flexibility Implementation Tracker (FIT)**

**Instructions**

* This pulse survey has been provided to agencies to answer specific questions contained in the Flexibility Implementation Tracker (FIT), which your agency will need to complete at least twice. These questions relate to perceptions of their use and access to flexible work by role type and seniority.
* Agencies wishing to have interim employee data to augment their People Matter Employee Survey questions should use Survey 1.
* This 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 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 in Survey Monkey 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 questions so 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 need 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. For questions 10 and 11, where there are less than 30 responses to an answer option, these results will not be released.

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. Are you an

* Employee who does not supervise others
* Supervisor/manager of other employees
* Manager of managers

1. Which one of the following best describes the type of work you do? (select only one option) (If you supervise or manage employees, please indicate the type of work done by people within the area you manage) (PMES question 16a)

* Service delivery involving direct contact with the general public (e.g. teaching, counter/customer service)
* Other service delivery work (work that does not involve contact with the public, but it is critical to the delivery of a service, e.g. maintenance, technical support, catering, cleaning/laundry)
* Administrative support (e.g. executive/personal assistant, receptionist)
* Corporate services (e.g. HR, finance, IT, ministerial or parliamentary processes)
* Policy
* Research
* Program and project management support
* Legal (including developing and/or reviewing legislation)
* Other

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