



Creating a Flexible Workplace

Your Guide to Commuter Benefits Programs That Work



This toolkit was prepared by South Florida Commuter Services (SFCS) and our team of transportation and commuter program specialists. SFCS offers South Florida area employers free consulting services to implement transportation solutions that reduce congestion and improve access and mobility.

HELLO!

Like you, employers are navigating how they can prevent any possible business disruptions related to COVID-19 (coronavirus). Offering employees more choices for how and when they work—such as **flexible and remote work arrangements**—is key to ensuring business continuity and a healthy workplace culture where your teams and your business thrive.

Use this guide specially compiled for you to help jump-start flexible work options at your workplace.



Angelic Mercer

Transportation Planner
South Florida Commuter Services

P.S. We are a [free resource](#) for you to help get your flexible work program off the ground. Let's connect to get started: info@1800234ride.com or call **1-800-234-RIDE (7433)**

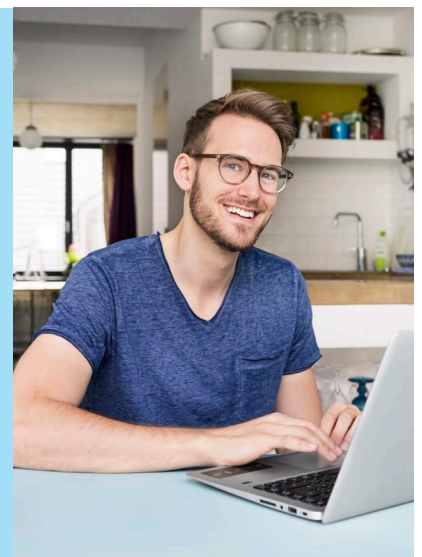
Why Flexible Work Arrangements Work

You will find key strategies in this toolkit to help you formalize a telework and flexible work arrangements program. Each strategy has a set of resources that can help you keep your employees productive when they work outside of the office.

- 1 It can make your employees more loyal.** Companies can expect to see happier employees, with improved job satisfaction, reduced stress, and absenteeism on the decline.
- 2 It can boost productivity.** Managers can expect more productive employees, who are able to focus on individual work outside of the office.
- 3 It keeps your business going.** By extending telework and flexible work hours to your employees, your company is implementing a key workplace strategy to keep your business operating and your employees working.

Flexible Work Options 101: Know Your Terms

- **Flexible schedules** allow employees to avoid rush hour traffic by choosing different start and end times outside of peak travel periods.
- **Telework** (or remote work) is a way for employees to occasionally report for work without the need to drive to the office. This option is useful continue business outside of the office during inclement weather or emergencies.
- **Compressed workweek** schedules offer employees the option to work a traditional 40-hour workweek in less than the typical number of workdays. An employee could work four 10-hour days in exchange for one day off.



At a Glance: Launching Your Flexible Work Options Program

What does it take to set a flexible work options program in motion? Here are the key steps.



Your Tools

We have resources to help you launch a flexible work options program to boost your productivity and offer improved work-life balance.

- 1 Start up (or expand) a telework program.** Allow employees to work from home at least one day per week. Stagger days across staff members and departments. Having a telework policy that works for your company is the first step. These resources will help you formalize a policy that works for you and your employees.

[Telework Policy Template](#) >

[Telework Agreement Template](#) >

- 2 Allow employees to flex their start and end times.** Flexible work schedules empower employees to adjust their workday to better match the schedules of transit or rideshare partners or even to skip the peak commute. This resource will help you compose your workplace's policy.

[Flexible Hours Policy Template](#) >

- 3 Offer compressed workweek options.** Let your employees convert longer schedules on their days in the office into an extra day or half day off each week. For example, instead of the typical 8-hour workday for 5 days per week, employees work 10 hours for 4 days per week and have 1 extra day off. Here are two resources to set up compressed work week options for your employees.

[Compressed Workweek Schedules Policy Template](#) >

[Compressed Workweek Agreement Template](#) >

Your Path to Launching Your Program

An effective commute options program starts with selecting strategies that are applicable to your workplace. Guide your process through these three simple phases.

THINK

Identify your company's "ETC".

A "ETC" (or Employee Transportation Coordinator) is responsible for leading the creation and implementation of the commute options program. This may include leading and coordinating with appropriate departments to implement commute programming and benefits for employees. ETC can be in human resources, sustainability, or even passionate employees who have experience with cross-departmental projects.

My company's ETC will be:

PLAN

Select the strategies that will work for your workplace.

The resources in this toolkit walk you through all the considerations to ensure your commuter benefits program meets your needs. Because there is not a "one size fits all" approach, you can use each strategy to develop your program. Or you can choose one if that one strategy will make the most sense and yield the biggest impact for your worksite.

Once you've reviewed each strategy, indicate here which ones you will use to build your program:

☐

Telework

☐

Shift schedules

☐

Compressed workweek

☐

Other:

ACT

Get started at your workplace.

Now that you've chosen the core components of your program, complete these next steps to get to launch:

☐

Seek senior management approval to provide programs based on previous steps.

☐

Coordinate with appropriate departments. Identify a point of contact in HR, Payroll/Accounting, IT, Sustainability/Green Team, or more.

☐

Create a timeline for the launch of your new commute options program.

BRING IN AN EXPERT. South Florida Commuter Services offers free flexible work arrangement consulting. Whether you are building or expanding a program, we can help. Let's connect: info@1800234ride.com or call **1-800-234-RIDE (7433)**