APPENDIX – I

Terms and Definitions

Contingent work:
An employment agreement wherein there is neither an explicit nor an implicit contract for long-term employment for an individual.

Financial flexibility:
A reward policy which is adapted to par expenses to macro-economic and labour market variables that connect a portion of the remuneration to an indicator of interest of an individual, organization or activity.

Functional flexibility: labour usage ability of an organization wherein external labour market is not utilized and the internal labour is capable of executing a wide range of jobs.

Labour flexibility:
The ability of a firm to efficiently adapt the available human resources to meet the deviations in demand and product diversification such that work organization can be changed. Financial, locational, functional and numerical flexibilities are inclusive.

Locational flexibility:
a practice wherein diverse physical locational options for work are available: work from home, between two locations, at client site, at another office site, teleworking, mobile working.

Numerical flexibility:
Here the number of distribution of working hours in a given time is achieved with modified working hours for employees using only internal labour or by modifying the number of hands at the job.
Telework:
Using information technology means to cover the gap in geographic locations and carry on with work in the frame of the employment contract. Working from away of the employer location regularly is allowed.

Work-life policies:
Policies which encourage employees to adopt suitable schedules of when, where and how to work and strike the equilibrium between life in and out of workplace.
APPENDIX – II

Questionnaire

1. Are you satisfied with your work load?
   a. Yes  
   b. No

2. Are you performing up to the expectations of organization?
   a. Yes  
   b. No

3. Are you satisfied with your salary?
   a. Yes  
   b. No

4. Do you have a good relationship with your colleagues?
   a. Yes  
   b. No

5. Are you satisfied with the increment given at regular intervals?
   a. Yes  
   b. No

6. Are you satisfied with the training provided at your organization?
   a. Yes  
   b. No

7. Are you satisfied with the working conditions of the organization?
   a. Yes  
   b. No

8. Do you get training facilities in the Organization?
   a. Yes  
   b. No

9. To know about the fairness of promotional policies and activities of the organization.
   a. Yes  
   b. No
10. Does your organization provide any counseling sessions.
   a. Yes   b. No

11. To know whether, the management tries to encourage the employees in the work Situation.
   a. Yes   b. No
APPENDIX – III

FLEXIBLE WORK ARRANGEMENT PROPOSAL FORM

Name: _________________________________
Date of Submission: ____________________
Address: ______________________________
Phone: ________________________________

Title:
____________________________________________________________________

Current Status Full Time or Part Time

Exempt or Non Exempt

Department:
____________________________________________________________________

Supervisor/Manager’s Name: __________________________
Requested Start Date: __________________________
APPENDIX – IV

Type of flexible work arrangement being proposed:

Telecommuting

Flexible Hours

Personal Leave**

Compressed Work Week

Part-Time Schedule

Job Sharing*

Other***

* Indicate to whom your job is shared (partner) and submit your proposals together, if you are proposing a job-sharing arrangement, ________________________________

** Special leave forms are required for requests under the Act of Family & Medical Leave.

*** Please attach a description, if your flexible work arrangement is other described above