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327.1 Introduction

This Manual Section has been updated effective from 3 December 2013--text

327.1.1 General

327.1.11 This Manual Section and its appendices set out the terms and conditions under which staff members may apply for flexible working arrangements.

327.1.12 The Organization has introduced the following flexible working arrangements:

- (a) Teleworking
- (b) Part-time employment
- (c) Phased retirement
- (d) Job sharing
- (e) Flexible work schedule
- (f) Compressed work schedule

The conditions and procedures governing each arrangement are detailed in Appendices [A](#) to [E](#).

327.1.2 Application

327.1.21 The provisions of this Manual Section apply to all Professional and General Service staff members holding a short-term, fixed-term or continuing appointment, with the exception of part-time employment, phased retirement and job sharing which do not apply to short-term appointment holders.

327.1.22 The provisions of this Manual Section do not apply to those staff members in the Director-level and above category.

327.1.3 Delegation of authority

327.1.31 The authority to make exceptions under this Manual Section is delegated to the Director, OHR, unless otherwise provided for in Manual Section 119 Appendix D – Delegation of Authority.

327.2 Definitions

327.2.1 Teleworking. Teleworking is a type of work arrangement in which a staff member performs duties from home or any other agreed workplace outside the normal office place (at Headquarters or in offices outside Headquarters), either during regular working hours, or outside regular working hours (in the evening, during the week-end or official holidays, etc.). The guidelines governing teleworking arrangements are set out in [Appendix A](#) to this Manual Section.

327.2.2 Part-time employment. Part-time employment is defined as employment at either 50% or 80% of a full-time scheduled work week. The guidelines governing part-time employment are set out in [Appendix B](#) to



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this Manual Section.

327.2.3 Phased retirement. Phased retirement offers the staff members the option of having an interim period of part-time work to ease the transition to retirement. The guidelines governing phased retirement are set out in [Appendix C](#) to this Manual Section.

327.2.4 Job sharing. Job sharing is a type of work arrangement whereby two staff members working on a part-time (50%) basis share a specific full time post. The guidelines governing job sharing are set out in [Appendix D](#) to this Manual Section.

327.2.5 Flexible work schedule. Flexible work schedule allows for flexible hours to be worked by staff members in terms of starting and ending times as well as length of lunch breaks. Flexible work schedules are agreed upon with the understanding that staff members must complete the prescribed number of working hours per day (which may vary depending on the staff member's duty station and whether he/she works part-time). The guidelines governing flexible work schedules are set out in [Appendix E](#) to this Manual Section.

327.2.6 Compressed work schedule. Compressed work schedule is a type of work arrangement in which the statutory weekly hours can be worked in less than 10 days per two weeks. This arrangement provides for longer work days in exchange for additional days off. The guidelines governing compressed work schedules are set out in [Appendix F](#) to this Manual Section.

327.3 Principles

327.3.1 When flexible working arrangements are being considered, the following general principles apply:

327.3.11 the implementation of flexible working arrangements should be cost neutral to the Organization;

327.3.12 flexible working arrangements are not staff entitlements. They are measures that may be approved when mutually convenient for both the staff member and the Organization and when they can be accommodated by the Division/Office's work demands;

327.3.13 there should be no adverse impact resulting from the implementation of these arrangements on the Division/Office workplan, the staff member's productivity or their ability to perform assigned duties;

327.3.14 staff members authorized to work on flexible working arrangements will remain subject to FAO's administrative provisions

327 Amendments

THIS MANUAL SECTION HAS BEEN UPDATED EFFECTED FROM 3 DECEMBER 2013.

THIS MANUAL SECTION WAS SUBSEQUENTLY ISSUED ON INTRANET UNDER TM/4811 DATED 25 MARCH 2009.

THIS MANUAL SECTION WAS ORIGINALLY ISSUED ON INTRANET UNDER TM/4526 DATED 22 NOVEMBER 2002.

327 Appendices



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