

Importance of Flexitime

Name: Sulaiman Fayadh Sulaiman Al Balushi

Id: 13618

Introduction

Flexible time at any company gives the employees the freedom to choose their own convenient time of working. This will lead to improved employee engagement in work increasing the company's production. In this way, the employees are only engaged at work when they are most productive hence can use the resources available more efficiently. The employees are allowed to maintain different working schedules apart from their normal working hours which is normally 8 to 10 hours in most companies. This way, the employees are fully satisfied because they are capable of having both a successful personal and professional life.

(Russell, 2013)

In this paper, we are going to discuss the advantages and disadvantages that comes along with the implementation of flextime in an organization. The advantages and the disadvantages apply both to the organization and the employees.

Some of the advantages that are discussed or explored in this article include increasing employee flexibility, increase work coverage, enables company to maintain its own staff and also leads to increase of utility cost as a result among many more. The negative impacts of the organization employing flextime include reduced employee turnover, difficult in management, reduced coverage and reduced company continuity among many more. Apart from discussing the advantage and the disadvantages, a number of solutions will also be explored that may be put in place to overcome the challenges that are brought by flextime in an organization.

(Anon, 2016)

Discussion

Implementation of flextime in a given company may be due to a decision by management to make functioning better or request by employees who need flexible work schedules. In the case of decisions from employees, each employee is given a chance to decide on their own time of working and keep their own schedules. Even though they decide to make their working schedules, they are needed to maintain a specific number of working hours. In case of a decision by management, it is done to improve some functions of the company so that the human resources can be utilized more efficiently. There are a number of advantages that come along with flexible time at the working environment. The advantages include it helps maintain the key and dedicated employees, increased productivity and employee satisfaction, decreased absenteeism and turnover, satisfying work place and increased company productivity among many more. The disadvantages of implementing flexible time in an organization may include low turnover when the work is most, it is difficult for the management to make some management decisions, the continuity of the functioning of the company may be interrupted and some of the daily activities of the company may be affected or complicated among others. The advantages and the disadvantages are as discussed below: (Christensen, 2007)

Maintains key and dedicated employees. The employees will be comfortable with working in the company since they have freedom on the time they need to work. This is because each employee works during their suitable and most flexible time when they are not under pressure from the management. Therefore, the working staff are always happy and comfortable with working for the organization hence it is difficult for one to quit or look for employment

somewhere else knowing that they may not have the same benefits. Employees will always never consider employment in other organizations.

Increased company productivity. Flextime will ensure that the employees are engaged at work when they are highly productive. This way, their work may end up improving as a result, become satisfying for the management and the organization hence increasing productivity of the organization. This will lead to increases profits of the company leading to a higher competitive advantages earned for the organization. (Russell, 2013)

Increased employment satisfaction. The company employees will be allowed to select their own time of which they will work. This way, they will have enough time to themselves hence able to balance both the professional and the personal life. Increased employee satisfaction increases their motivation to work and accomplish their duties satisfactorily hence increasing the profits of the company.

Decreased absenteeism and employee turnover. Since each employee have their own convenient time to attend to their duties in the organization, it will ensure that absenteeism is reduced and the turnover to work of the employee is increased. This will ensure that most of the duties of the employee at the organization are done according to plan.

Increases company coverage. Most of the duties at the company will be allocated the time when the employees are available. In some cases, employees may be allowed to extend their working hours since the organizations may extend their working hours and implement the 24 hours working system. This will increase the efficiency at which some activities are accomplished in the organization.

It produces a satisfying working environment. Flexibility at work will ensure that a satisfying environment to the employees is maintained. It might compel the working staff to maintain a sophisticated work schedule and record their working hours. This will make the employees to maintain punctuality and adhere to their duties. The employees will keep their own schedules of which they will be required to follow in order to accomplish their allocated duties. (Flexitime, 2012)

There are also the disadvantages associated with the implementation of flexible time in an organization. The disadvantages include:

Low turnover when there is a lot of company duties that require to be accomplished. Since each employee are allowed to attend the work at the time they see most convenient or they chose for themselves, they may be lacking when they may be needed most or when the duties of the organization increase hence requiring more employees to turn-up at that particular time. This will delay to delay in accomplishing certain duties that are urgently needed hence may affect the productivity of the company negatively.

It makes management of the company difficult. Since each employee are attending work when convenient, it will be difficult for the managers to make important management decisions. The available management may not be enough anymore because they are required to be present all through since the managers can't be available all through. This may result in utilizing the resources in employing new management hence affecting the company profits. This can result in a refrain in the financial resources of the company. It will also be difficult for the managers to figure out the employees present at a given time hence affecting the payment procedures of the company and the human resource.

Low work coverage at the organization. If the employees do not have a particular time to attend work each day, they may end up missing some days of work. This may result in delaying the accomplishment of certain duties needed in a given day. This can significantly reduce the company coverage.

Irregular company continuity. The flow of work in the organization will be affected since all the employees required to accomplish some tasks in time may not be available. For example, accomplishing of a given project will be delayed since the personalities with the skills required to accomplish a given task to allow its continuation is not available hence affecting its continuity in the process as the other team members may be forced to wait.

There are a number of remediation measures that can be implemented to ensure that the challenges of implementing flextime in a company are reduced. This remediation measures may include having a stable work schedule decided by all employees on the time they are comfortable with working and ensuring that they follow this schedule. This will ensure company continuity, increase turn up and enable the managers to make important decisions concerning the company. Another is to reduce the chances of extending tasks of a particular day to another day. This is achieved by ensuring that each employee accomplishes their daily tasks before they retire from work so that their tasks are not pushed to the next day. This way, employees will be focused on particular tasks and not the tasks carried forward from the previous day. Ensure that most company projects are allocated teams with a common working schedule so that the continuity of the process is maintained. (Bird, 2009)

Conclusion

This paper has discussed the significance of implementing flexible time in a company and also the challenges that come with it. Also, the issues that may rise due to implementation of flextime have been discussed. Also, some of the solutions to the issues have been discussed at the end of the paper. Most of the advantages as seen include the maintenance of key and skilled employees, increase work coverage, increased employee satisfaction and increased company productivity among many more. The advantages as seen include affecting the process continuity of the company, difficulties in management, low turn up and effects in company time management among many more.

Apart from the advantages and the disadvantages, some solutions to the challenges have been discussed. The solutions discussed include making a stable time schedule decided by all employees and compelling the employees to finish their allocated tasks in time without carrying them over to the next day.

Implementing flextime in an organization is significant in more ways that dissolve the challenges that it brings along. Productive time working for the employees ensures that they are fully productive.

References

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