

REDEFINING THE **WORK WEEK** AND JOB DUTIES

ATTRACTING AND THEN RETAINING TOP TALENT IS VITALLY IMPORTANT FOR THE CONTINUED GROWTH AND SUCCESS OF THE BUSINESS. MORE THAN EVER, IT IS EVIDENT THAT EMPLOYEES WANT FLEXIBILITY IN THEIR WORK WEEK EXPERIENCE. HERE ARE SOME VITAL FOCUS POINTS TO ASSIST WITH REDEFINING THE WORK WEEK AND JOB RESPONSIBILITIES.

- Move to more flexible hours, 4-day, 40-hour week or alternatively, a 32-hour work week.
- Consider 30 hour or less work weeks for some positions, reducing benefit-based costs in some states.
- Reduced working hours provides more balance of personal life and work life and cut down on absentee days.
- Distribute position responsibilities to one or more team members to reduce costs.
- Provide raises to those receiving additional responsibilities, ultimately the cost is lower than a single, full-time position.
- Cross train team members in the segments they work to increase efficiency.
- Change some positions from full time to part time.
- Amplify team members attributes by creating new positions.
- Ask team members to define their position to get a clear understanding of what responsibilities they have and to establish what work schedule would compliment their lifestyle.



**FLEXIBLE
HOURS**