



***Policy Implementation Guideline:
Weekend Work***

POLICIES AND EXPECTATION GUIDELINES

I. Weekend Work Policies

The table below outlines policies that the organisation needs to consider when implementing weekend work arrangements. The policies can be amended according to organisation needs.

Policy	Description
General	<ul style="list-style-type: none"> Existing organisation policies and guidelines must still be obliged by employees working under the weekend work arrangement Weekend work arrangements can be suspended or terminated if it does not comply with business needs
Definition	<ul style="list-style-type: none"> Hire part-time workers to work specifically on weekends. This is especially useful for: <ul style="list-style-type: none"> industries which have difficulty finding employees to work on weekends part-timers who might only be available to work on weekends
Eligibility	<ul style="list-style-type: none"> Full-time and part-time employees looking to convert to weekend work Qualified external candidates applying for a weekend work position Example: call center operators can be hired specifically for weekend work to fulfill increased customer calls received over the weekend
Application and approval	<ul style="list-style-type: none"> Employees can apply for the arrangement using the <u>Weekend Work Arrangement Proposal Form</u> (refer to Appendix 1) The process for approval of the weekend work application is outlined in the <u>Weekend Work Arrangement Application and Approval Process</u> (refer to Appendix 2) If the application is approved, the employee's employment contract shall be amended to reflect the new working arrangement All proposal forms will be processed and stored away for future reviews as and when there is a need to amend or terminate the weekend work arrangement (refer to Appendix 3 for <u>Weekend Work Arrangement Proposal Storage System</u>)
Compensation and benefits	<ul style="list-style-type: none"> Compensation and benefits should be pro-rated according to hours covered by the employee Key areas affected by the work arrangement are as follows: <ul style="list-style-type: none"> salary performance bonus health benefits leave days
Performance management	<ul style="list-style-type: none"> Employers should set clear KPIs and objectives for weekend workers befitting the arrangement Employers should also set expectations with weekend workers on advancement opportunities and bonuses available to them
Health and safety	<ul style="list-style-type: none"> Employers should ensure that employees under this work arrangement:

Policy	Description
	<ul style="list-style-type: none">○ Do not work over the legal limit of 12 hours per day○ Get a minimum break of 30 minutes if they work for more than 5 consecutive hours

II. Expectations

The following are key expectations of supervisors and employees in the weekend work arrangement:

Category	Expectation
Supervisors	<ul style="list-style-type: none">● Ensure employee compliance to weekend work arrangement policies and arrangement● Ensure adequate staff coverage of the department at all times and business service remains fully functioning● Periodically assess feasibility of weekend work arrangement● Address challenges and issues highlighted by employees under the weekend work arrangement● Practice non-discriminatory policy when it comes to performance assessment of employees under the weekend work arrangement
Employees	<ul style="list-style-type: none">● Adhere to scheduled weekend working days● Remain accountable for delivering deliverables of quality

ISSUES AND MITIGATION ACTIONS

In implementing a weekend work arrangement, organisations should take into consideration the following list of issues that could potentially be a barrier to effective implementation.

Category	Issue	Mitigation Action
Organisational	Management resistance	<ul style="list-style-type: none"> • Develop business case analysis to justify value and return of weekend work • Develop communication and reference materials to create awareness and educate stakeholders on weekend work and its benefits • Pilot weekend work arrangement with suitable job functions for a specific period of time to assess feasibility and demonstrate quick-wins to management
Operational	Reduced productivity levels	<ul style="list-style-type: none"> • Establish clear KPIs to ensure measurable performance outputs that can be achieved in a weekend work arrangement • Effective delegation of tasks that are suitable for a weekend work arrangement
	Non-compliance or abuse of weekend work policies	<ul style="list-style-type: none"> • Communicate clearly and obtain consent on terms and agreements of weekend work from employees under this work arrangement • Enforce disciplinary action if policies are breached
	Insufficient staff coverage	<ul style="list-style-type: none"> • Ensure frequent communication between employee and supervisor to establish work schedules and agreed on days of weekend work • Communicate work schedules through emails or out-of-office notifications to ensure impacted employees and clients are aware • Ensure backup coverage when necessary
Social	Perceived lack of career advancement opportunities	<ul style="list-style-type: none"> • Establish clear career progression pathways and opportunities for weekend work employees
	Isolation of weekend workers	<ul style="list-style-type: none"> • Include weekend work employees in organisation's social events where applicable
	Non-weekend workers' dissatisfaction	<ul style="list-style-type: none"> • Ensure clear employee value proposition is available for employees who are not eligible for weekend work due to the nature of their jobs

APPENDIX 1 – WEEKEND WORK ARRANGEMENT PROPOSAL FORM

This form is used for the purposes of requesting, reviewing and modifying the weekend work arrangement.

To be filled by the employee:

Employee Name : _____
Job Title : _____
Employee ID : _____
Employee Email : _____
Department : _____
Supervisor's Name : _____
Supervisor's Email : _____
Proposed Start Date : _____

Please fill out the following section with your proposed work schedule. Kindly indicate your day(s) of availability for weekend work.

	Start Time	End Time	Number of hours
Saturday			
Sunday			

What is/ are the reason(s) for you choosing the weekend work arrangement?

To be filled by the supervisor:

Weekend work arrangement for _____ is

Approved

Rejected

If approved, the employee will be able to start their weekend work arrangement at the proposed date of _____.

If rejected, state the reasoning as to why the employee is not eligible for the weekend work arrangement:

I understand that my employment contract will be amended to reflect this new working arrangement.

I understand that the weekend work arrangement is subjected to the discretion of my supervisor and head of department and may be suspended and terminated depending on business needs.

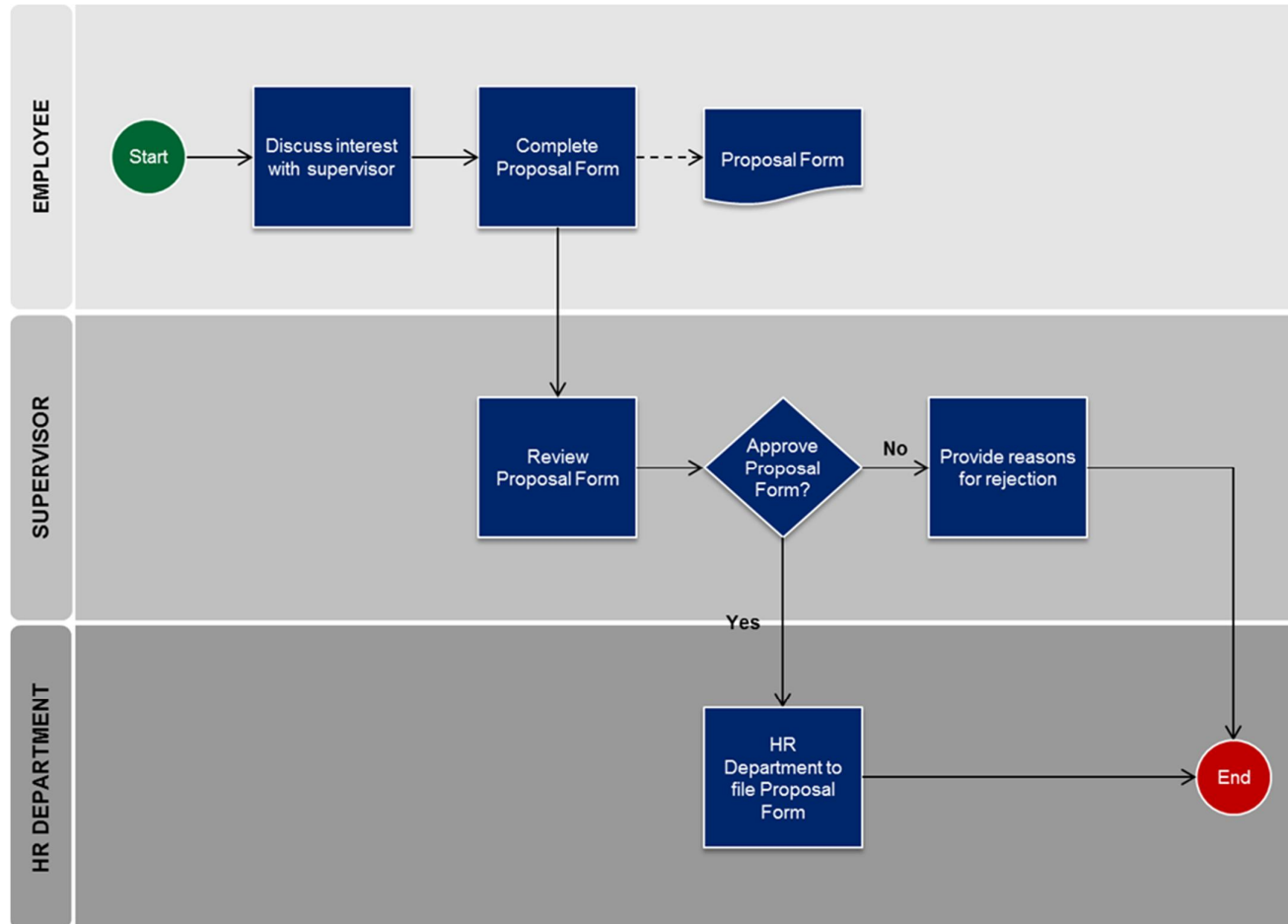
Employee Signature : _____

Supervisor Signature : _____

Document Date : _____

APPENDIX 2 – WEEKEND WORK ARRANGEMENT APPLICATION AND APPROVAL PROCESS

The following process is to be used in facilitating the application and approval process for a weekend work arrangement in the organisation.



APPENDIX 3 – WEEKEND WORK ARRANGEMENT PROPOSAL STORAGE SYSTEM

The following outlines the different options to be used in the storing of the Weekend Work Arrangement Proposal Form, depending on the resources available in each organisation.

- a) Storage of online forms in an online repository
 1. Integrate HR webpage dedicated to the weekend work arrangement application procedures
 2. Completion of Weekend Work Arrangement Proposal Form by employees online
 3. Approval or rejection of Weekend Work Arrangement Proposal form by employers online
 4. Storage of processed Weekend Work Arrangement Proposal Forms in the back-end repository for future views

- b) Storage of manual forms in a document filing system
 1. Completion of Weekend Work Arrangement Proposal Form by employees in hardcopy
 2. Approval or rejection of Weekend Work Arrangement Proposal form by employers in hardcopy
 3. Storage of processed Weekend Work Arrangement Proposal Forms in document filing system

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