



MODIFIED ROLE

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

What is Modified Role?

Modified Role is a customised arrangement in which an employee's role is redesigned, enabling them to work on different responsibilities for a period of time before returning to their primary role.



Example:

Suzy is a business development executive in a Property company. When she became a new mother, she needed more time to care for her newborn. With her supervisor's approval, she modified her role to be more deskbound, where she had consistent working hours of 8.30am to 5.30pm for an agreed period of time, before returning to her primary job role.

Success factors for Modified Role

01


Discussion between supervisor and employee to clarify how the current job responsibilities will be performed.



02

Clearly define expectations for employees on the new job responsibilities and expected productivity and output.

Possible challenges and mitigation actions for implementation

Challenges	Description	Mitigation Actions
 <p data-bbox="145 703 368 815">Employee fears negative career impact</p>	<p data-bbox="472 508 884 689">Employees could fear that due to modified role, their career advancement opportunities will be limited, causing them to be less engaged or motivated.</p>	<ul data-bbox="948 508 1490 651" style="list-style-type: none"> • Develop and communicate customised career path with progression and development opportunities for employees on this arrangement.
 <p data-bbox="124 1106 391 1218">Transitioning work responsibilities to other employees</p>	<p data-bbox="472 889 858 1111">The work responsibilities transitioned off the employee may not be performed adequately, resulting in confusion and possible work duplication.</p>	<ul data-bbox="948 889 1497 1072" style="list-style-type: none"> • Ensure clear communication and handoff periods for the specified responsibilities, with the employees, supervisors, and any other departments or employees affected by the transition.

Who can benefit from it?

Employers who wish to meet the following business objectives:



Retain top talent



Promote work-life integration

Employees who meet the following criteria:



Full-time employees who may need adjusted working schedules and responsibilities for a period of time to attend to personal needs (e.g. caring for children or elderly parents)



SPOTLIGHT:

Modified Role is a relatively advanced FWAs as it requires individual customisation. This could be one of the strategies in retaining talent in the future.

Key components of the policy



Purpose

Outline the objective behind implementing Modified Role in line with the business goals and employees' needs.



Eligibility

Specify the target group who is eligible to apply for Modified Role, taking into consideration various factors (e.g. job role, level, tasks or responsibilities).



Types of FWAs

Define Modified Role; the different types of responsibilities, and duration of the arrangement.



Performance Management

Clarify that performance management will be measured based on the new job responsibilities.



Compensation and Benefits

Clarify that salary, compensations and other benefits may be revised according to the job scope and duration.



Policy Review

State how frequently the policy should be reviewed by HR (e.g. quarterly or annually) and that it may be amended or terminated if it does not comply with the business needs.

At TalentCorp, we help companies to get started on implementing Flexible Work Arrangements (FWAs). Our team provides advisory support and sharing of best practices to help companies manage FWAs challenges, both organisational and people. Whether it's to implement, enhance, or promote FWAs for your company, we can support to deliver a solution that is customised to your business and people needs.

Want to kick-start your FWAs journey?

Connect with us through email at flexworklife@talentcorp.com.my

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