



Career/Life Alliance Services, Inc.

Flexible Work Arrangement Tracking System

Career/Life Alliance Services, Inc. (CLAS) has developed the Flexible Work Arrangement (FWA) Tracking System to enhance the ability of organizations to manage flexibility with online tools. The FWA System has been featured on the CBS Early show as an essential key to effectively communicating an organization's flexibility initiative.

CLAS has selected a complete suite of flexibility implementation, training and utilization tools. The online tracking tools and hosting capabilities enhance our history of flexibility development and training. This makes the FWA Tracking System a simple and powerful solution for novice or experienced organizations.

By providing companies with **ONE SITE** for quality online guidance, employee FWA request system and an administrative reporting tool we are able to deliver high value solutions.

- Online FWA request form and built in communication tools insure every step in the process is followed
- Customize FWA information to meet the unique needs of the organization
- FWA System interfaces with HRIT including SAP and PeopleSoft
- Integrated survey tools to track engagement of employees on FWA
- Utilize feedback and tracking tools for managers and leaders
- Ensure employees and managers reach their potential while meeting business needs

The screenshot shows a website interface for 'Flexible Work Arrangement Tracking System' at ABC Corp. The header features the company name and a navigation menu with items like 'Leadership Message', 'What is Flexibility at Merck?', 'Guiding Principles', and 'Request a Flexible Work Arrangement'. The main content area includes a 'Welcome to the Flexibility Toolkit' section with a 'Dear Colleagues,' greeting and a photo of a woman. The text describes the toolkit's purpose and encourages employees to learn more about workplace flexibility opportunities.

ABC Corp

Flexible Work Arrangement Tracking System

Welcome to the Flexibility Toolkit

Dear Colleagues,

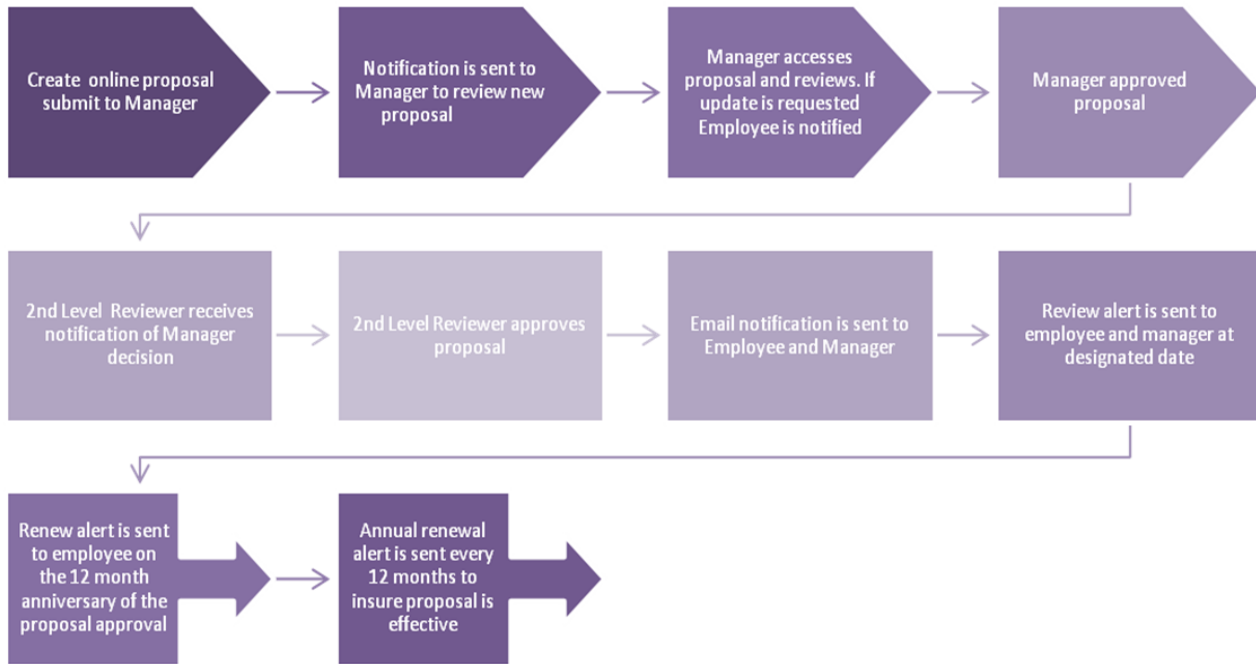
Welcome to the ABC Corp Flexibility Toolkit. This toolkit is designed to help all employees and managers to learn about the opportunities available to work flexibly.

At ABC Corp workplace flexibility is an important tool that will improve our business and find more effective ways to get work done. The policy in these pages represent our global, unified approach to this practice.







As we strive to operate better as an integrated global team, flexibility is an important business tool. I encourage you to take a moment to learn more about this opportunity by using the website!

Tracking: The FWA Tracking System creates a seamless request, review and renewal process. The System can integrate with SAP, PeopleSoft or Workday to capture important tracking information to insure that workplace flexibility is meeting the needs of the business, the workgroup and the employee.

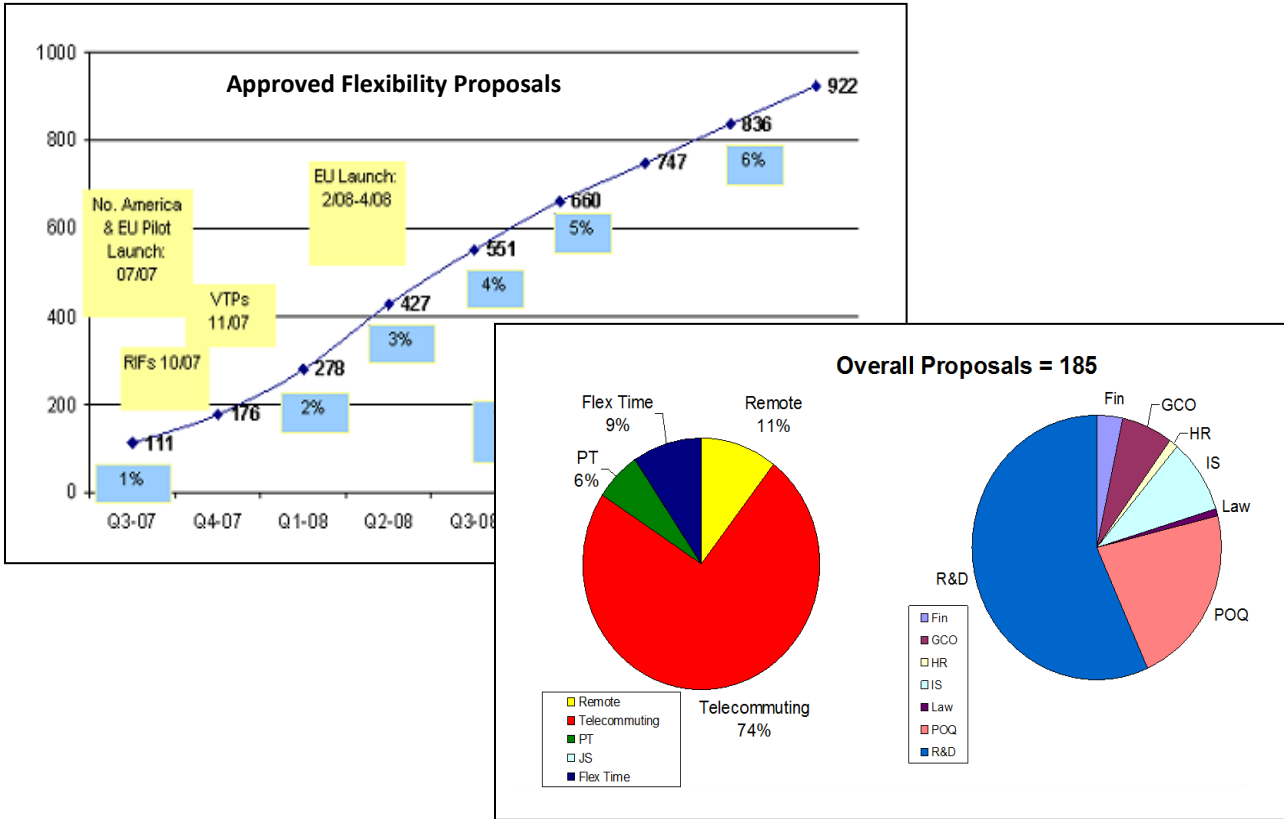
Sample Process Map



Communicating: The FWA provides consistent, business based, information on workplace flexibility options that are available inside the organization. These proven resources increase understanding and proper utilization of flexible and mobile work options.

Flex Work Option	What It Is
 <u>Flex Time</u>	A standard full time or reduced work week with start and end times that differ from the job's regularly scheduled workday, allowing the associate to customize his/her schedule.
 <u>Compressed Work Week</u>	A regularly scheduled arrangement in which full time job responsibilities are compressed into fewer than five days per week or fewer than ten days in two weeks.
 <u>Part Time</u>	A reduction in the number of hours of employment to less than one full time position, with the associate working some portion of every day or fewer than five days per week.
 <u>Job Share</u>	A form of regular part time work in which two associates voluntarily share the responsibilities of one full time position.
 <u>Flex Place</u>	A voluntary work arrangement where an associate works part of the standard full time work week (1 - 3 days a week) at a location other than the designated NPC work site (for example, at home) on a regularly scheduled basis.
 <u>Remote Work</u>	A work arrangement where an associate performs most or all responsibilities of a standard full time work week (4 - 5 days a week) from a location outside the primary NPC work site (for example, at home) on a regularly scheduled basis.

Reporting: Because the FWA Tracking System interfaces with HR systems data can be captured and converted into reports that makes calculating ROI straightforward.



Implementation: Organizations can transition the management of its Flexible Work Arrangement Programs to one interactive, web-based site. To summarize our strategy, we have developed specific implementation plans for the Customization, Development, Implementation, and Maintenance Process.

Phase 1 – CUSTOMIZATION. Identify customization needs of the organization. This phase will require input from the organization to insure expectations are made clear and can be achieved.

Phase 2 – DEVELOPMENT. Program development, data assembly and testing phase of the project. Once the organization has performed a design review and decides on the exact functionality required, CLAS will test and generate installation programs for the system.

Phase 3 – IMPLEMENTATION. Deploy the developed product for testing and training. This will also include FWA administrator training needed for managing the FWA System.

Phase 4 – MAINTENANCE. Ongoing updates will be provided as well as any additional module programming or program features as required.

- **Comprehensive Solution:** In our experience we recognize that these processes are inter-related. CLAS is proposing a teaming arrangement because we believe this is the organization's greatest opportunity to maintain a fully integrated solution. The interrelationship of each phase needs to be maintained in order to maximize efficiencies and service levels.

- **Partial Client Listing**
 - Merck
 - Novartis
 - Sodexo
 - Baptist Health
 - Amgen
 - Best Buy

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