

FACT SHEET - FLEXI-WORKS!

Flexi-Works! is an initiative by the Singapore Workforce Development Agency (WDA) and the National Trade Union Congress (NTUC) for companies to hire new workers on part-time or flexible work arrangements. The scheme offers a grant of up to \$100,000 to support a company's efforts in the recruitment of workers on part-time or flexible work arrangements. The programme has been enhanced and extended to run for another year from 1 Mar 2009.

Enhancement to Flexi-Works!

Enhancements to the Flexi-Works! Scheme from 1 March 2009:

- Age criterion for recruited workers lowered from 35 and above, to 30 and above.
- A new tranche of funding to help companies introduce flexible work arrangements, in addition to current funding for hiring of economically inactive workers.

The Flexi-Works! scheme will also be extended till 31 March 2010.

New Tranche of Flexi-Works!

Under the enhanced scheme, funding will be disbursed in 2 tiers :

New! Tranche 1: A company can claim up to \$10,000 for introducing flexible work arrangements in the company.

For this tranche, companies will have to:

- Send HR staff for MOM-approved Work-Life training;
- Make provision for flexible work arrangements¹ in their HR policies; and
- Communicate the policy to their staff.

Grant Computation

The grant amount will be based on 80% of actual cost incurred, capped at \$10,000 per company. Companies can apply for reimbursement of costs.

This tranche is the same as the first tranche of WoW! Fund. Each applicant can only tap on this tranche once, either under the WoW! Fund or Flexi-Works! programmes. They can tap on the second tranches of WoW! Fund and Flexi-Works! independently.

¹ Flexible Work Arrangements include Part-Time Working, Staggered Hours, Flexi-time, Job Sharing, Flexi-place / Telecommuting, and Alternative Work Schedules.

Tier 2: Companies can claim up to \$90,000 for recruiting eligible workers on part-time or flexible work arrangements.

For this tranche, companies will have to:

- Fulfill the requirements of Tranche 1 (can apply for Tranches 1 and 2 concurrently);
- Recruit local workers with the following two requirements
 - Have not been in the workforce for at least the past six months; and
 - Aged 30 and above.

Grant Computation

The grant amount will be based on:

- Number of workers recruited on part-time or flexible working arrangements and retained for at least 2 months multiplied by \$1,200; OR
- 80% of the declared project costs,

whichever is the lower, subject to a cap of \$90,000 per company. Companies should aim to achieve their recruitment target 6 months from the date of approval for their application.

What can the Grant be used for?

- The grant can be used for costs incurred for job redesign, consultancy, recruitment, training, absentee payroll and equipment, or to put in place part time or flexible working arrangements.
- The grant cannot be used for any form of retention bonus or salary support.

How to Apply?

Companies interested to apply for the Flexi-Works! grant may contact NTUC at Tel: 6213 8427 or email wds@ntuc.org.sg for more details.