

FORMATION OF A COMPLEX OF WORKING TIME LOSS REDUCTION MEASURES IN A COMPANY

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The level of organization of work is characterized by such indicators as working time in the cost structure, fund of working time. With these criteria it is possible to see the positive and negative aspects of the current work. Thanks to the rational use of working hours, productivity at an enterprise is increasing, so effective distribution of working time is very important for any company.

Working time – set in legislation working hours, during which the staff required to carry out their production or duties.

According to the labour legislation of Ukraine, the normal working hours – 40 hours per week and for some categories of workers (employed in workplaces with harmful working conditions, teachers, doctors) reduced working hours are established in accordance with the Article 51 of the Labour Code of Ukraine.

Special policy of foreign entrepreneurs in terms of working time is called as “humanization of work”. These innovations primarily include: rolling schedule of work, various schedules four- and three-day working week (while maintaining 40 hours) and part-time working week.

One common innovation in modern conditions is flex-time – a possibility of choice by workers on their own time of the start and the end of a working day, reducing the time of

mandatory stay on the job and so on. Despite some difficulty for the preparation (development of numerous graphs, their coordination, adaptation of staff, etc.), this innovation contributes to substantial return: improves the socio-psychological climate, reduces absenteeism due to valid reasons, reduces costs for extracurricular work, increases job satisfaction and productivity. This is testified by the experience of Austria, Switzerland, France, Italy, and the USA. In Germany, this system covers about 1 million workers.

Efficient use of time helps replenish knowledge, provides the necessary diversion of official business, prevents mental overload. The possibility of rational use of staff time is determined by several factors. Among them should be called the level of training of the person and subordinate individuals working style of supervisors, general nature of work, level of consciousness on duty of all the employees and so on. However, the key is to understand the need for staff to analyze spending their time and their desire to plan its use.

The basis of rational use of time is a personal planning work. This includes preliminary study and record of time spent on certain types of work performed in accordance with the functional responsibilities, and subsequent analysis of data records.