

CORNERSTONE POLICY SPOTLIGHT SERIES

# Flexible Work

Flexible Work is one of the nine cornerstone policies that companies can implement today to help untapped talent enter, thrive, and stay in the workforce. To access the rest of the policies, read the [full System Upgrade report](#) today.

## WHAT IS FLEXIBLE WORK?

Policies companies can adopt or enhance to increase flexibility, allowing employees to choose the work style that suits them best, whether it's remote, hybrid, or on-site.<sup>1</sup> Currently, there's a surge in adoption of the "structured hybrid" model, where companies define clear expectations for in-office presence, now standard for 32% of companies.<sup>2</sup> **Keep in mind that flexibility extends beyond just work location and hours; companies that prioritize designing work around human needs, values, and long-term success tend to foster productivity, resilience, inclusivity, and equity.**<sup>3</sup>

As employers and employees navigate the evolving work landscape, seeking solutions to enhance productivity and satisfaction, it's important to remember that flexible work is not a one-size-fits-all concept; and comfort levels with working practices vary across demographics.<sup>4</sup> **Reconfiguring decades-long working practices will require time and exploration.**

## DID YOU KNOW?

### 01 Support Work-Life Balance

Offering options for remote, hybrid, or on-site work can **promote better work-life balance for employees.** This can lead to increased job satisfaction, productivity, and overall well-being.<sup>5</sup>

### 02 Access Broader Talent Pools

Remote and hybrid work options allow companies to access broader talent pools, **fostering a more diverse and inclusive workforce** and bringing in specialized skills not available locally.<sup>6</sup>

### 03 Improve Retention

Flexible work arrangements **demonstrates the company's trust in employees and commitment to their needs.** This can contribute to higher employee satisfaction and retention rates.<sup>7</sup>

### 04 Invest in Resilience

Flexible work policies make companies more resilient and **adaptable to unforeseen circumstances**, such as public health emergencies or natural disasters, where remote work ensures business continuity.<sup>8</sup>



73%

Of surveyed tech professionals said it is "extremely" or "very" important that their next role includes the option to work remotely at least three days a week.<sup>9</sup>

1 IN 2

BLNA women in the technical workforce believe that flexible work options have had a significant impact on their decision to join, remain at, or advance within their companies!<sup>10</sup>

46%

Of U.S. employees said they would look for another job if they were not allowed to work remotely after the pandemic in 2021!<sup>11</sup>

\$11,000

Is the average amount a typical U.S. employer can save annually per half-time telecommuter, primarily due to increased productivity, lower real estate costs, reduced absenteeism and turnover, and improved disaster preparedness?<sup>2</sup>

## POLICY IN PRACTICE



Meet Leslie, a Systems Analyst at your company, who is struggling with the traditional 9-to-5 office routine due to personal commitments at home. Contemplating leaving, Leslie recalls a previous employer's strict enforcement of in-person return-to-office policy. Fortunately, your company recently revamped its work policies, offering optional remote work and flexible hours for some teams within the organization, after piloting a structured hybrid rollout that showed that remote work options have improved your employee's productivity by 50%.

Despite working remotely part of the time, Leslie maintains effective communication and collaboration with team members, thanks to virtual tools and in-person meetings. With the ability to choose their work environment and hours, Leslie feels more motivated and focused, leading to higher productivity levels.

## POLICY PAIRINGS

If you're looking to supercharge your flexible work strategy, consider also implementing the recommended cornerstones:

- Expanded mental health benefits
- Flexible working hours

### 6 DESIGN QUESTIONS

It's not just about offering flexible work policies—it's about intentional design. Organizations can ensure their policies and practices are accessible and effective—and thereby efficient—by asking [six key design questions](#):

1	<b>How can we use quantitative and qualitative data to identify how pain points differ for each group?</b>	Utilize both quantitative and qualitative data through surveys, interviews, and performance metrics to understand the unique challenges faced by employees in remote, hybrid, and on-site work arrangements.
2	<b>How can we offer employees multiple relevant options?</b>	Develop a range of work style options, such as fully remote, hybrid, and on-site, to cater to diverse employee preferences and needs.
3	<b>Have we ensured that all options are accessible and easy to use?</b>	Provide resources and support for all work arrangements, like equipment, clear guidelines for hybrid setups, and equal opportunities for employees to participate in company activities and advancement opportunities.
4	<b>How are we communicating frequently and clearly about this practice?</b>	Implement transparent and consistent communication channels to keep employees informed about available work options and changes to policies (e.g. through newsletters, employee resource groups, offline bulletins, firmwide town halls, annual review meetings).
5	<b>How are we promoting a culture that encourages adoption?</b>	Provide training and resources to managers to effectively manage remote and hybrid teams and promote inclusive collaboration across all work styles, ensure performance bonuses and incentives and career advancement is not tied to in-office attendance.
6	<b>How are we continuously measuring impact and iterating as needed?</b>	Establish key performance indicators (KPIs) to measure the impact of flexible work policies on employee satisfaction, productivity, retention, and overall business outcomes.

## Questions?

Get in touch at [impact@rebootrepresentation.org](mailto:impact@rebootrepresentation.org)

1. [System Upgrade: Rebooting Corporate Policies for Impact](#) (2023).  
 2. [Hybrid Work Had a Growth Spurt in 2023, Your Company Could Reap the Benefits](#) (2024).  
 3. [The Radical Promise of Truly Flexible Work](#) (2023).  
 4. [Gen Zers and millennials split over the appeal of remote work](#) (2023).  
 5. [Why Do Employees Prefer Flexible Work Arrangements?](#) (2023).  
 6. [Mastering the hybrid work model](#) (2024).

7. [Do Remote Workers Want to Return to Office?](#) (2023).  
 8. [More Natural Disasters Will Make Hybrid Work Even More Essential](#) (2023).  
 9. [How Do Tech Pros Actually Feel About Remote Work?](#) (2023) Pg. 39  
 10. [System Upgrade: Rebooting Corporate Policies for Impact](#) (2023).  
 11. [System Upgrade: Rebooting Corporate Policies for Impact](#) (2023).  
 12. [Latest Work-at-Home/Telecommuting/Remote Work Statistics](#) (2021).