I am writing to share with you FCI’s Flexible Work Policy as well as some resources related to this policy. A number of people provided feedback while the policy was in development; I appreciate this input, as it was used to inform both the policy and the resources you are receiving today.

As you know, remote work was required in response to the COVID-19 pandemic, and was in many cases made possible due to changes in work assignments as well as temporary adaptations in state and federal employment and tax laws. Throughout the pandemic, flexibility, adaptability, and creativity were essential and continue to be required during this transition to a post-pandemic state. As our member campuses resume in-person teaching, learning, and other operations, FCI must remain available to support these vibrant, in-person communities while responding to employees’ desire for flexibility and nontraditional ways of working, namely to continue working from home.

This Flexible Work Policy is designed to respond to organizational and individual needs, both current and future. Though the policy was developed during the pandemic and is being released before the pandemic has truly ended, it is not intended to replace any pandemic-related measures.

On the attached pages, you will find the Flexible Work Policy. This policy supersedes the pre-existing Flexible Work Arrangements policy and now includes sections on non-standard work schedules and remote work. It also amends the Work Communication (including Electronic Communication) Outside of Regular Work Time policy. The new Flexible Work Policy does not appear in the current employee handbook, nor are the changes to the aforementioned policies reflected in the handbook. Over the next few months, the handbook will be updated; the next version, due to be released in January 2022, will include these and other policies changes. For now, please rely on the attached documents, which can also be found on FCI’s website.

The attached documents include:

- **Flexible Work Policy** – outlines the framework for flexible work at FCI
- **Time Reporting and Other Matters: Tips and Guidance for Non-exempt Hourly Employees and Supervisors** – updated to align with the new Flexible Work Policy
- **Request for Flexible Work Arrangement** – for employees requesting flexible work
- **Flexible Work Assessment Guide** – for supervisors considering requests for flexible work
- **Flexible Work Agreement** – used to document a flexible work arrangement