

[**BIAS INTERRUPTERS**] *small steps big change*

BIAS INTERRUPTERS FOR MANAGERS & ORGANIZATIONS *Tools for Workplace Flexibility*

THE CHALLENGE

Surveys show time and time again that employees want more flexibility at work, with one finding that 96% of white-collar professionals say they need flexibility. Workers value workplaces that value them. In one study, attrition was cut in half when workers went remote, and telecommuting employees took fewer sick days and less time off.

When workplaces rely on an outdated model of a breadwinner who is always available for work, not only do they exclude most people working today, they also hurt the company's bottom line. According to Cisco, their mobile or remote employees have a voluntary attrition rate a third the size of their office-based employees. Cisco credits this lower attrition rate with \$75 million in annual savings for recruiting, hiring, and training replacements. Other studies have found sharp gains in productivity when workplaces move to telework or build-your-own schedules.

Building a flexible workplace enables employers to promote people based on their talent instead of their schedule.

THE SOLUTION

Recognize the difference between crisis work and full-time/part-time telework. Working remotely in the midst of a crisis, like the COVID-19 pandemic, is not the same as telework during normal times. The first steps to successful telework are childcare and a place to work. Organizations designing a permanent telework scheme typically will balance the productivity gains of telework with the innovation gains of in-office work. For tips on creating a telework policy that works for your organization visit:

<https://trello.com/remote-work-guide>.

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- 1. Allow for flex time.** Flex times allows employees to start and end work at times of their own choosing, often within limits (e.g. start times between 7-11 a.m.). Don't assume hourly employees can't participate: having one receptionist work 8-5 and another work 9-6, for example, often benefits an organization.
- 2. Eliminate the flexibility stigma.** Don't stigmatize people based on schedule. Message clearly and often that promotion depends on talent and work, not on "face time" at the office—and practice what you preach.
- 3. Don't overvalue overwork.** Encouraging your employees to regularly burn the midnight oil hurts more than it helps. Studies dating back to WWI find that chronic overwork (more than 40 hours a week) hurts productivity and more recent studies find that working less than 40 hours a week can increase productivity. In one study, managers couldn't tell the difference between employees who actually worked 80 hours a week and those who pretended to. Pay attention to what an employee's efforts lead to, not how many hours it takes them to get there.