



## **TO: FLEX-OPTIONS TOOLKIT OVERVIEW FOR CONTRACTORS**

Flex-Options, a project launched by the U.S. Department of Labor, Women's Bureau in 2003, helps employers create more flexible workplace cultures, addressing the challenges of:

- Attracting, retaining and motivating the emerging workforce
- Assisting employees with work-life effectiveness, enabling more time for personal, family and community activities
- Easing the commute by enabling shorter workweeks and work-at-home options
- Reducing carbon footprints through telecommuting

Flex-Options links business leaders experienced in workplace flexibility with peers and provides resources through networking, a Website, How-to-Guide, workshops, teleconferences and discussion groups. The project is active in all ten U.S. Department of Labor regions covering the 50 States. To date, it has involved 658 business participants who have implemented or enhanced 1429 flexibility practices. Regions across the nation have held more than 450 local flexibility events. Annually, the Flex-Options Website ([www.flexoptions.org](http://www.flexoptions.org)) receives more than 360,000 hits.

The Women's Bureau hosts **bimonthly teleconferences** that feature nationally recognized workplace flexibility experts and business owners who share their perspectives on creating flexible workplace cultures. More than 4,000 people have participated in 27 teleconferences. Complete transcripts are archived on the Flex-Options site.

To help you communicate the Flex-Options project and engage participants, we have created several resources:

**Flex-Options Guide:** Provides a wealth of information, policy templates and best practice examples to help business leaders create more flexible workplaces.

**PowerPoint Presentation and Talking Points:** Provides an overview of the Flex-Options project and flexible work arrangements. The presentation may be edited to meet the needs of your audience, match your presentation style, or accommodate your time parameters. Talking points are included on the notes pages of the PowerPoint.

**Participant Application Form:** Use this form to enlist employers who are interested in creating or enhancing workplace flexibility.

**Best Practices Form:** Use this form to gather flexible work best practices from participants to submit to the national co-contractors (emails on following page) for inclusion on the Website and in the Flex-Options Guide.

**U.S. Department of Labor Waiver Form:** This official DOL form must be completed by participants for their photos and/or stories to be posted on our Website or shared in any other public manner.

We are here to support you as you launch your Flex-Options activities. If you have any questions, we encourage you to contact your Women's Bureau Regional Administrator.

**Women's Bureau Project Team Leaders**

Frances Jefferson  
Regional Administrator, Region VIII  
U.S. Department of Labor  
Women's Bureau  
303-844-1286  
[jefferson.frances@dol.gov](mailto:jefferson.frances@dol.gov)

Michael Williams  
Economist  
U.S. Department of Labor  
Women's Bureau  
202-693-6769  
[williams.michael@dol.gov](mailto:williams.michael@dol.gov)

**National Contractors**

Karen Kerrigan  
Women Entrepreneurs Inc.  
703-262-0575  
[kkerrigan@att.net](mailto:kkerrigan@att.net)

Linda Roundtree  
Roundtree Consulting LLC  
425-271-3512  
[linda@roundtreeconsulting.com](mailto:linda@roundtreeconsulting.com)