



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

October 2, 2018

### MEMORANDUM FOR: Human Resources Directors

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: National Work & Family Month

In celebration of National Work & Family Month (October), the U.S. Office of Personnel Management (OPM) is pleased to highlight how work-life programs benefit our Federal workforce and positively impact recruitment, retention and organizational performance. During the month of October, OPM will share various resources (i.e., infographics, white papers, fact sheets) highlighting best practices and benefits of different work-life programs and workplace flexibilities. Strong evidence continues to emerge that demonstrate the use of Federal work-life programs are a strategic business practice that increases employee performance, engagement, and satisfaction.

The following resources will be released throughout the month to help agencies implement their programs. The materials will highlight information obtained from OPM's 2018 Federal Work-Life Survey.

#### Week 1:

**Manager's Toolkit** – This toolkit is a one stop, consolidated source for new and current managers containing OPM's work-life learning resources, management tools, and best practices. Managers can learn how to improve employee engagement and performance by supporting employee needs.

*Work-life: Myth-Busters* – This document unlocks work-life myths and helps agencies understand how supporting the well-being of employees can positively impact the work environment.

**Week 2: *Family & Dependent Care (FDC) -- Care around the Clock*** – This infographic will include data from the Federal Work-Life Survey that show that dependent care responsibilities are around the clock. Employers should focus on supporting these workers to be successful in the workplace.

**Week 3: Employee Assistance Program (EAP) – “Governmentwide averages compared to the U.S. Agency for International Development (USAID)”** This infographic highlights the success of one agency's program. According to data from the Federal Work-Life Survey, USAID has

documented high EAP participation and positive satisfaction and outcomes above Governmentwide percentages of all agencies surveyed.

**Week 4:** *“Health and Wellness Programs Have Benefits for All”* – This infographic highlights the positive outcomes reported by employees of all generations for health and wellness programs.

**Week 5:** *“Telework Insights Paper: A Current Review of Telework in the Federal Government to Support a 21<sup>st</sup> Century Workforce”* – This paper provides a broad overview of the current state of telework in the Federal Government and provides key issues, insights, and implications for practice.

Agency leaders and work-life coordinators can leverage the information to design strategic work-life programs that meet the needs of their workforce and improve employee performance, engagement, and recruitment.

#### **Additional Information**

Employees should contact their agency's Work-Life Coordinator(s) for more information on agency-specific program offerings. Employees can locate their Coordinators through <https://www.opm.gov/cclcontact/>. Additional resources are available on **OPM's Work-Life website** and [www.telework.gov](http://www.telework.gov) or contact OPM's Work-Life Office at [worklife@opm.gov](mailto:worklife@opm.gov) for assistance.