



MEMO

To: System Office Colleagues
From: Martha Murphy, Senior Vice President, System Office Chief HR Officer
Date: 8/3/2021
Re: UPDATE: System Office Work Environment

Dear System Office Colleagues,

Earlier this summer, we let you know that more information about our future work setting would be shared by Labor Day. First, thank you for the valuable feedback about your preferred work environment and what you need to help you best support our Mission and achieve our ministry goals.

After hearing you prefer more options and flexibility for where you work and looking at how to better steward our costs by reducing office space, we are pleased to share we are adopting a hybrid work model at System Office work locations. Our plan is that we will begin using this space in January 2022.

So, what is a hybrid work model? Hybrid is the new term used to describe a work model that allows a mix of working remotely (from home) and in an office location. Flexibility is a priority for our country's workforce, and we are no different. Moving to a hybrid work setting is key to retaining our valuable talent and recruiting new talent to join our organization.

While today's communication focuses on our physical space, it is important to focus on our relationships and culture. Our faith-based ministry connects each of us to a shared purpose and Mission—it's what makes our culture so very special. You play a critical role sustaining and building that culture. We recognize that in this new environment we must be intentional and reimagine new ways and processes to reinforce the culture that connects us to something bigger than ourselves. No matter where you work, it is important to continue that sense of belonging, connectedness and purpose as an organization of people helping people that is core to our healing ministry.

Our new workspaces will also reflect new thinking for how to make the most of our time when we are face-to-face by focusing on collaboration, creativity and relationship building. The design uses a hoteling concept, which means that instead of dedicated office space for every colleague, you will reserve individual or team workspace by using a self-service software system. Teams and work groups will have the ability to reserve individual and collaboration space in the same area allowing better connectivity when together. The new design also includes dedicated space for those colleagues who plan to be in the office on a full-time basis. More info will be available in the coming months.

Because we won't need as much office space, we will go from four buildings (which originally included College Park, VP3 and Victor Parkway East and West) to just the West building on Victor Parkway in Livonia. The Farmington Hills PBS location remains open and also has additional space that may be used.

There is much to do before we can put our new hybrid work model into place, including cleanout of the East and West buildings. Below is a quick view of our timeline and you will hear more from your manager in the coming days.

Thank you for your commitment and flexibility throughout the pandemic and for all that you do to support our ministries and the people we serve. We appreciate your support as we create a safe, healthy and productive work environment for all.

QUICK VIEW OF TIMELINE

- **Now until January 2022:**
 - Colleagues should continue working as they are now while we prepare the new space.
- **Between now and December 2021:**
 - Cleanout department areas starting with the East building and prepare for our new hybrid workspace while following appropriate safety protocols.
 - Develop policies and colleague and leader support systems. You will receive more information over the coming months.
- **January 2022:**
 - Begin using our new hybrid workspace in the West building.

Resources

- [Resources for colleagues and their families](#)
- [Child care and school support resources](#)
- [Health and well-being tips for distributed teams](#)
- [Home office furniture and item discounts](#)
- [Microsoft O365 Learning Portal](#)