



**\*Managers/Supervisors: Please share this email with DFA campus temporary and contract employees. For those who do not have regular access to emails/laptops/PCs, please print and share this email accordingly.**

Dear DFA employees,

[Work Reimagined](#), UCI's flexible work program, officially launched this week with a staff town hall on Wednesday, September 14. The town hall was recorded and will be posted to the Work Reimagined site as soon as it is available.

Our division has established an implementation team to effectively manage this initiative:

- Mary Clark, chief of staff, Office of the CFO & Vice Chancellor
- Corinna Corpuz, executive assistant, Office of the CFO & Vice Chancellor
- David Ott, assistant vice chancellor, DFA Support Services
- Grace Crvarich, assistant vice chancellor, Program Development & Execution

To date, our Work Reimagined (WR) implementation team has met with my cabinet members to review the timeline and guiding principles to finalize each unit's implementation plan which is due on September 26, 2022. While we have worked in a hybrid environment over the last couple of years, this new chapter focuses on formalizing best practices and procedures.

Our division's mission is to advance UCI's brilliant future. We serve as planning partners, problem solvers, and solution providers—we are **With U • For U**. This means that many of us provide in-person support to our campus constituents, which may necessitate operating hours outside the university's core in-person service hours of Monday through Thursday from 9 a.m. – 4 p.m. PST, with an hour closure for lunch (excluding UCI Health clinical departments). Under our new flexible work program, units may consider 4, 10-hour shifts per week or other alternatives. Please make sure you are speaking to your supervisor about the plan.

Work Reimagined sets new workplace expectations for everyone—individual contributors and people leaders. It is important to be intentional about maintaining and building connections, engagement, and performance. Each of us has a critical role in positively fostering a collaborative and inclusive work environment. I look at this as an opportunity to seek input from each of you. **Please use this [link](#) to submit your DFA WR questions and ideas.**

I encourage each of you to be curious about the process. Read through the materials, do your research, ask questions, submit ideas, etc. Please visit the [Work Reimagined](#) website to familiarize yourself with change management best practices, the planning toolkit for leaders, as well as resources for staff and leaders.

Sincerely,

**Mary Lou D. Ortiz**

Chief Financial Officer & Vice Chancellor  
Division of Finance and Administration