

Telework Toolkit

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Mary Sell, Best Workplaces for Commuters Program Coordinator



@tjcognc

Program Partners



Our Program

NOTABLE ACCOMPLISHMENTS



4.6 million vehicle trips avoided

That's equivalent to **over 5,500 people** not driving a car for the entire year in 2016



2.6 million gallons of gas saved

It would take almost **4 Olympic swimming pools** to hold that much gas



61 million commute miles reduced

That's roughly **129 trips to the moon** and back



31,921 alternative transportation users supported

If all those users drove single-file, the traffic jam would stretch **89 miles**



28 million pounds of Carbon dioxide (CO2) release prevented

To sequester that much carbon naturally would require **583,333 trees**

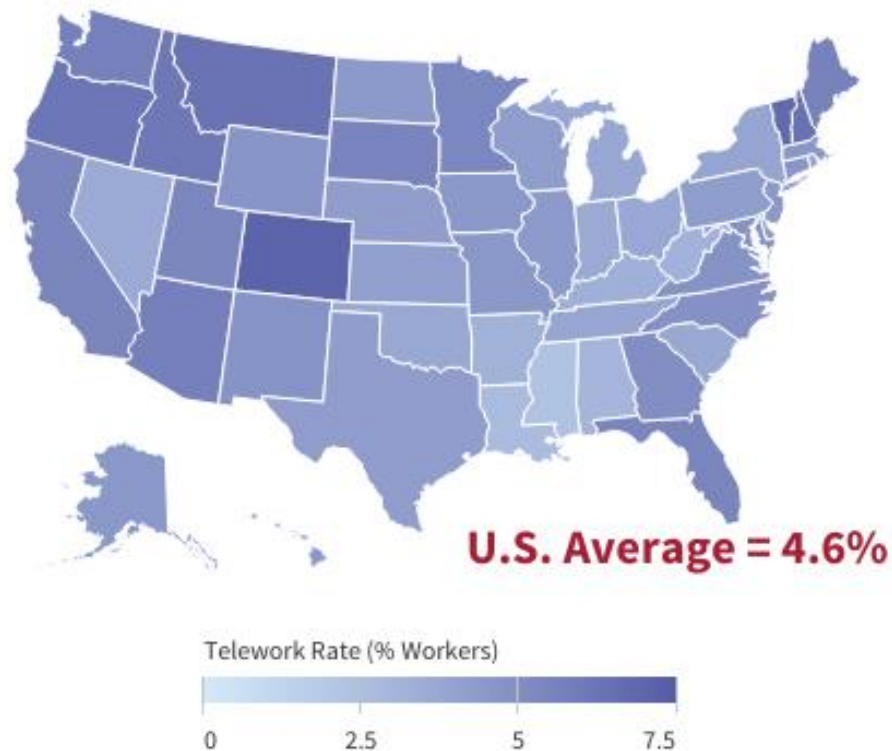


What is Teleworking?

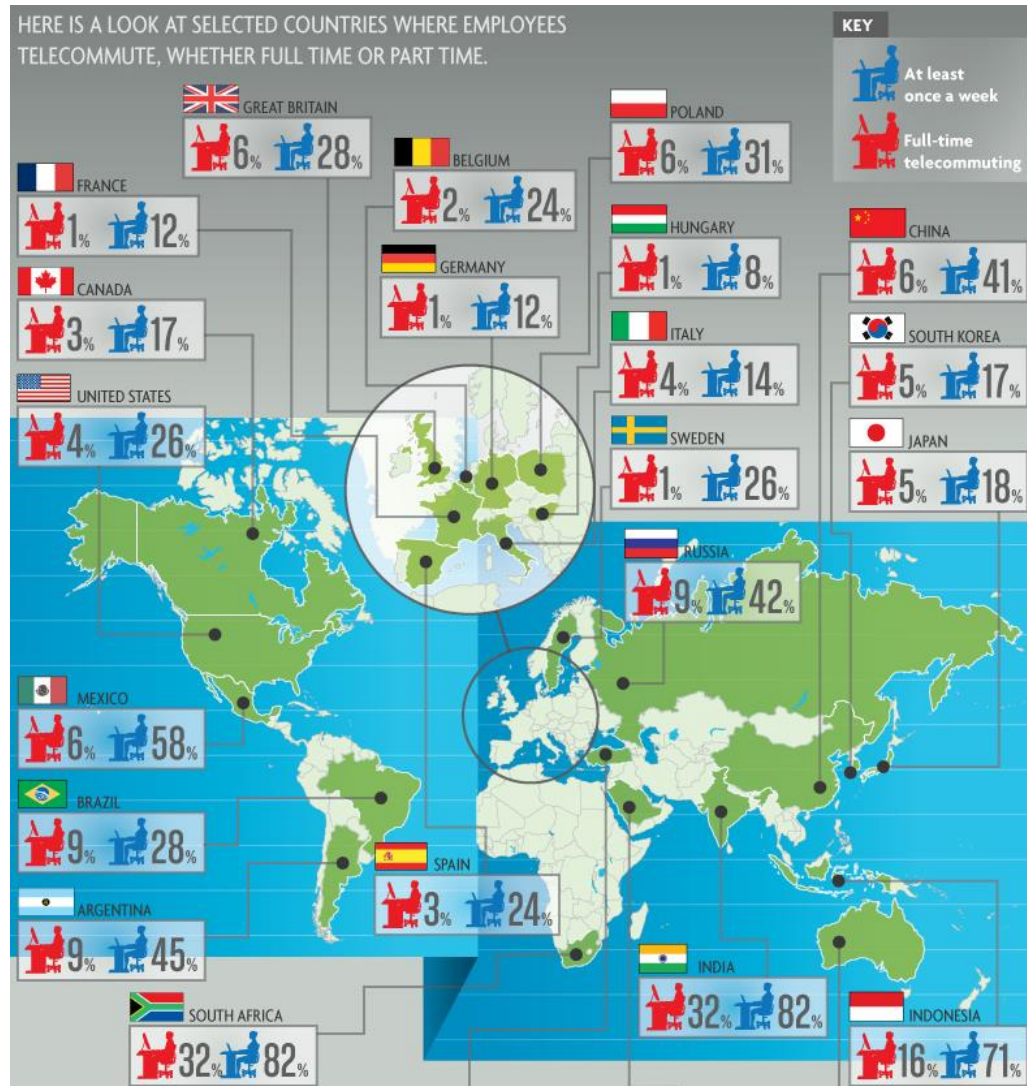


Teleworking in US

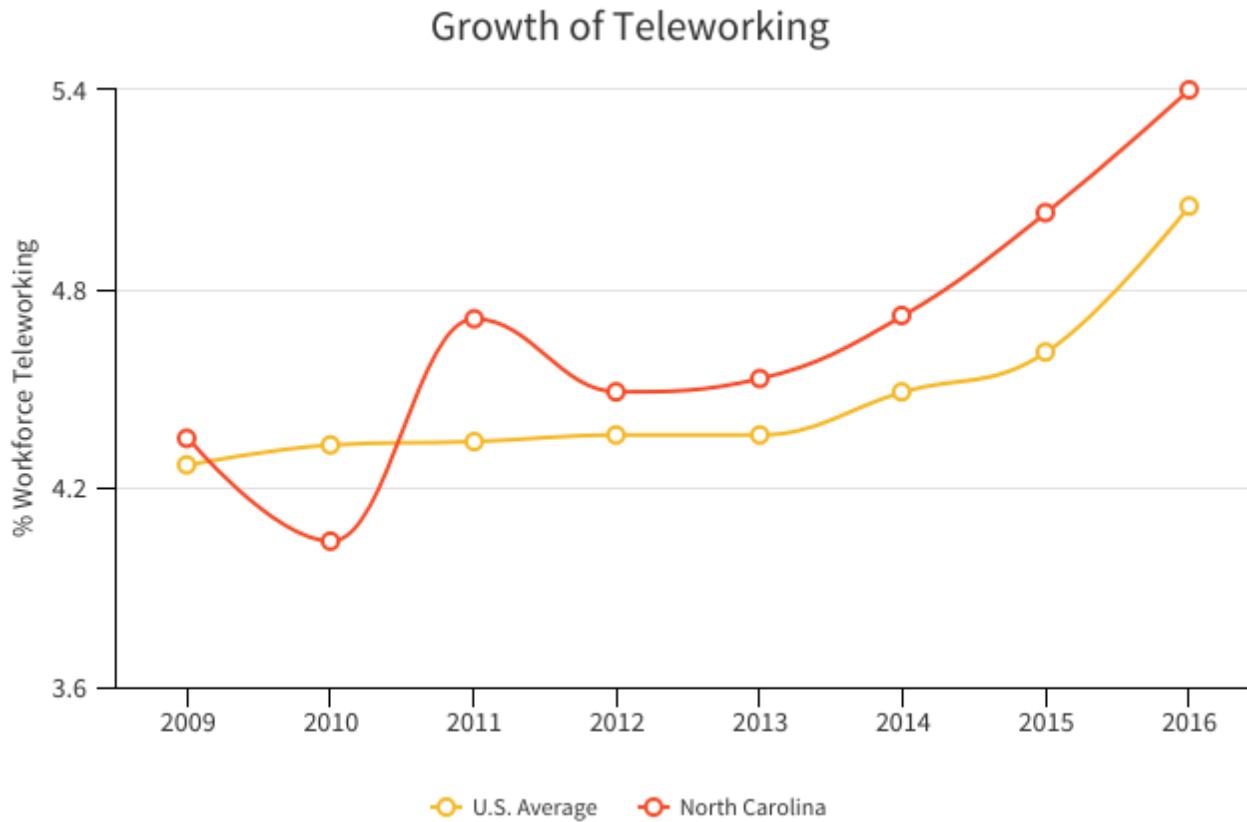
Percent of Workers Regularly Teleworking



Teleworking Globally



Trending Up



Who Offers Telework?



Triangle



NC STATE
UNIVERSITY

CITRIX®



redhat.



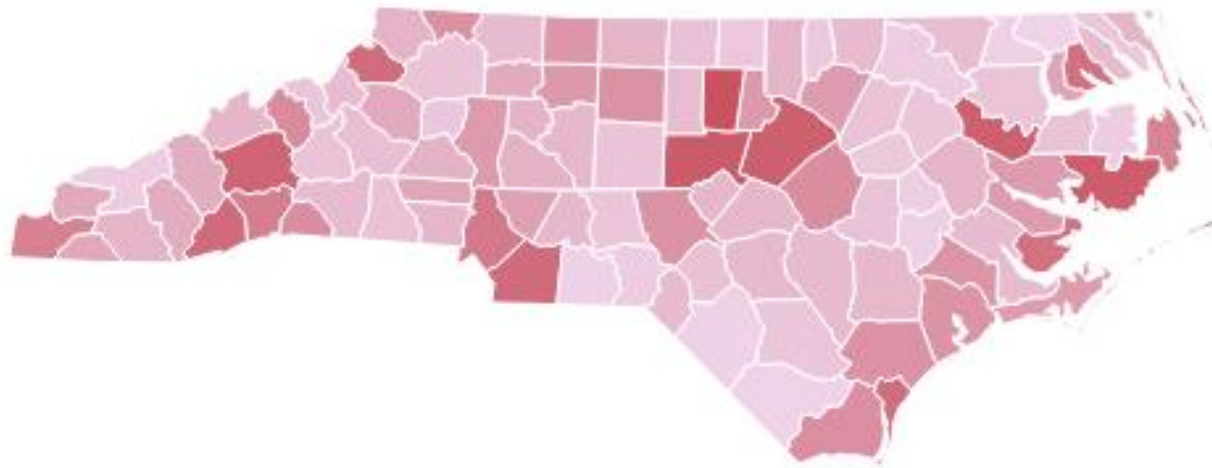
National Institute of
Environmental Health Sciences



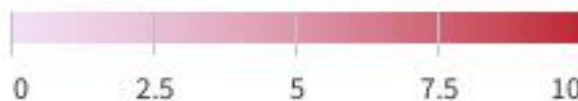
Triangle J Council of Governments

Teleworking in North Carolina

% of Workers Teleworking in North Carolina

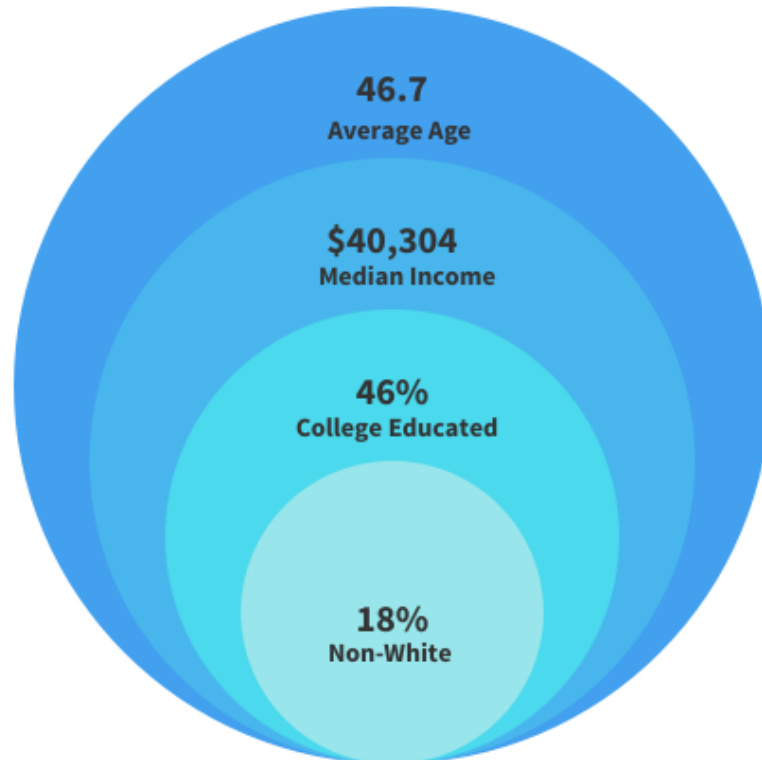


Telework Rate (% of workers)

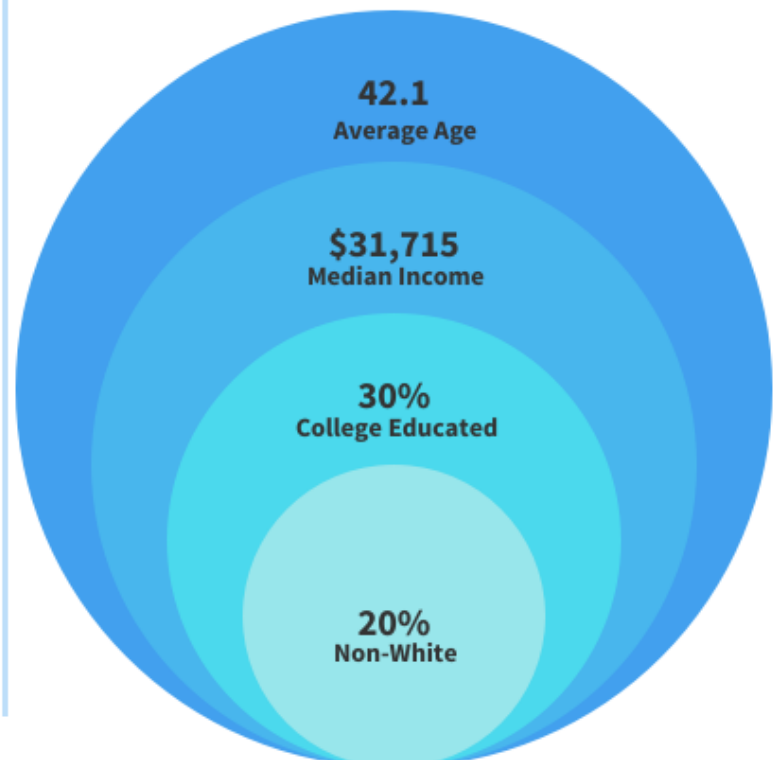


Teleworking Composition

North Carolina Teleworkers



All North Carolina Workers



Why Offer Teleworking?



Why Offer Teleworking?



- Work life balance
- 66% of families are dual family incomes
- In 2015, 20% of the workforce will be over age 55. **Labor shortage** as Baby Boomers retire is increasing to an estimated **10 million workers** by the end of the decade.

Stress Reduction

- Stress Institute of America figures stress is costing US Employers about **\$300 Billion a year.**
- Chrysalis Performance Strategies conducted a study that identified stress as being responsible for:
 - 90% of absenteeism
 - 40% of turnover
 - 55% of EAP costs
 - 60% of total workplace accidents
 - 100% of workers compensation lawsuits due to stress
 - Major factor in production loss due to “presenteeism”
 - Leading cause of unscheduled absence

Business Case for Teleworking

- Costco, which notes flexibility as a key benefit, has achieved a rate of **turnover that is one-third of the industry average of 65%.**



The LEAD Center is led by National Disability Institute and is funded by the Office of Disability Employment Policy, U.S. Department of Labor, Grant No. #OD-23863-12-75-4-11

Business Case for Teleworking

- Workplace flexibility saves businesses money during emergencies and weather-related disruptions. The federal government's telecommuting policies resulted in savings of more than **\$30 million a day during snow-related closures in 2009 and 2010.**



Business Case for Teleworking

- UPS launched a telecommuting program at its corporate headquarters, **increasing productivity by 17%**. More than **85% of telecommuters at UPS reported an increase in job satisfaction**. Offering employees the option to telecommute reduces real estate and other overhead costs.

SAVE
87 MINS
PER DAY

46 TONS
OF
CARBON

~93,000
VMT
REDUCED



Workplace Flexibility is a Win - Win

- Employer & Employee Benefits of Workplace Flexibility include:
 - Responsive to needs of workforce and workplace
 - Enhances recruitment and retention
 - Integrates Work-Life-Health
 - Increases job satisfaction, loyalty and engagement
 - Lowers stress and health care costs
 - Improves productivity and performance

Employer Considerations

EMPLOYEE

- Has the staff member demonstrated independence and good judgment? Is the staff member trustworthy?
- Is the staff member highly disciplined, requiring minimum supervision?

EMPLOYER

- Has the effect on work flow and productivity been determined?
- Have costs to provide equipment/support to work at an alternate location been determined?
- Has the impact on the other work functions of the department been evaluated?
- Have guidelines for work assignments, work flow, communications, work space, objectives, time on-site, and a contact person been established?

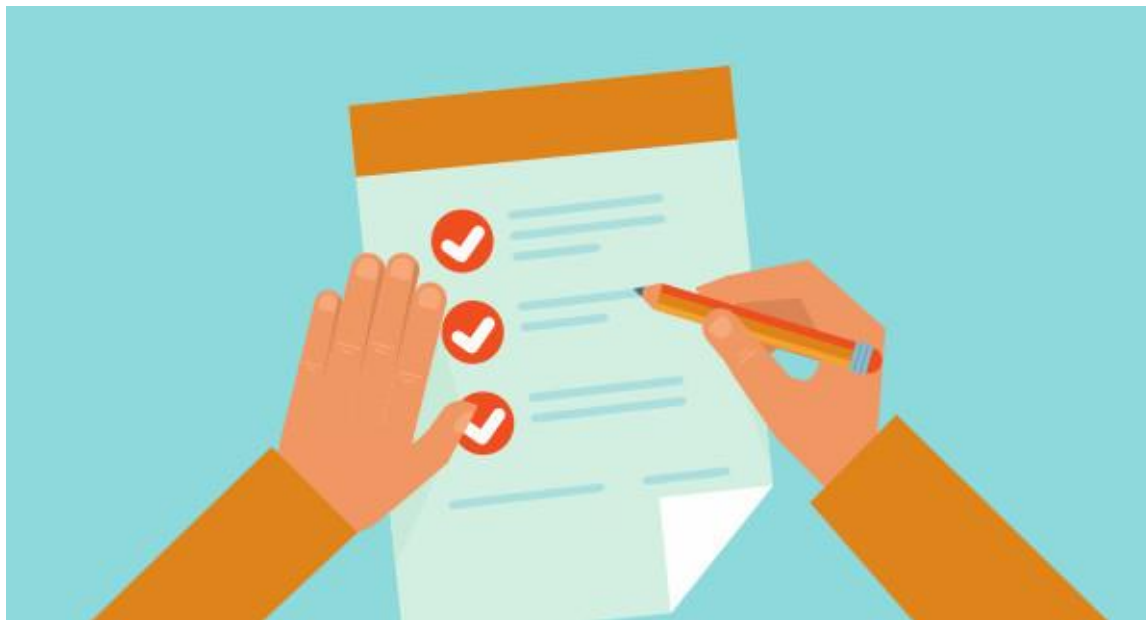
How To Implement

- **Formalize a Work Plan**
 - **Work schedule** – New hours, days, weeks to be worked



How To Implement

- **Formalize a Work Plan**
 - **Position description and responsibilities** – Overview of your position that highlights how the new arrangement would meet the responsibilities of the position. Include responsibilities to be re-assigned, shared, or eliminated; advantages of this arrangement; how issues will be addressed.



How To Implement

- **Formalize a Work Plan**
 - **Workplace communication** – communicating new arrangement
 - Tools for staying in touch (Skype, Slack, etc.)



How To Implement

- **Connectivity** – How will you be connected to the office while teleworking? Will you share files between your home computer and your office? Do you have access to your company's LAN (local area network) at home? If not, can you get it? Will you transfer files via email or on disk?



How To Implement

- **Work Description** – Determine what kinds of work you expect to be able to do while teleworking at home. Will you save your writing projects for telework days? Do you have projects that require concentration for long periods? How will you keep yourself busy and productive while you are teleworking?



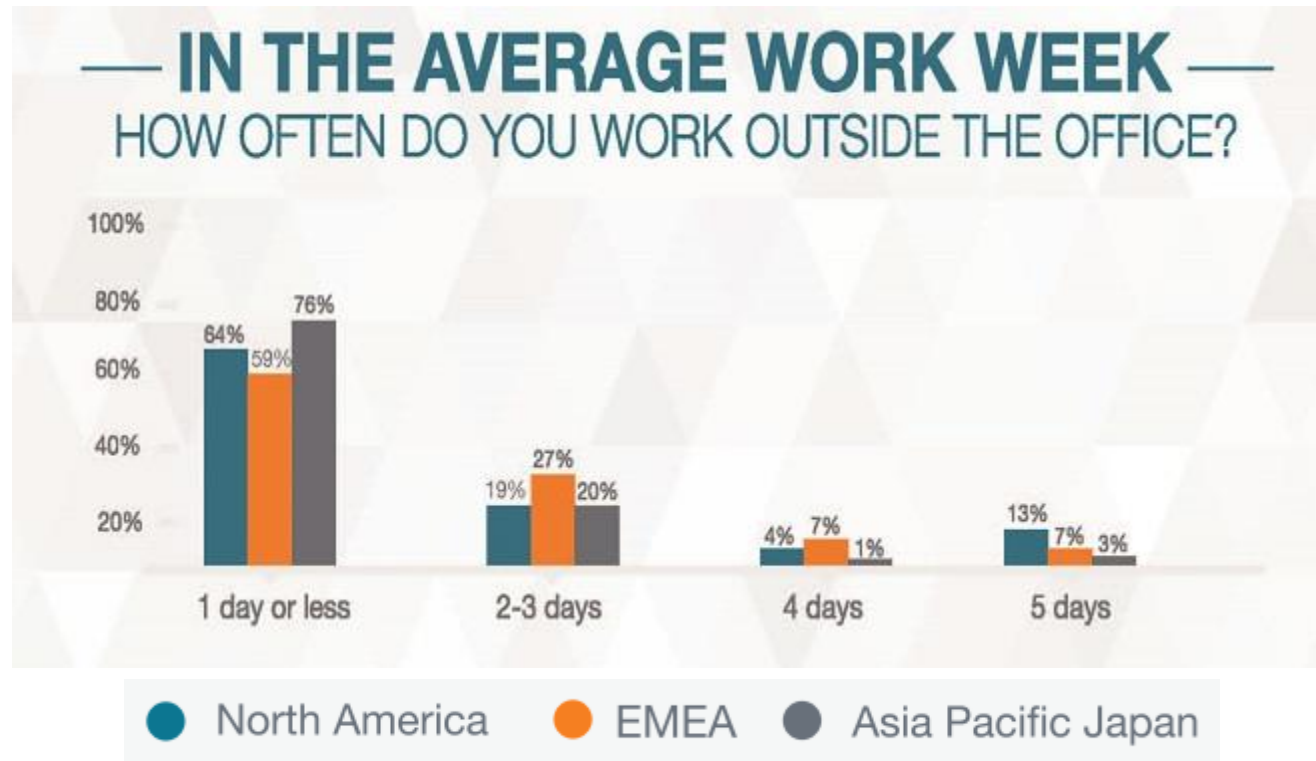
How To Implement

- **Dependent Care** – If you have children or seniors you care for, most telework experts advise against using telework as a substitute for any type of dependent care. Let your employer know what care arrangements you will have on your teleworking days.



Try it Out

- Many programs are not full-time
- Start with 1-day per week
- Work up to possibly 2-days



Resources

NORTH CAROLINA TELEWORK

A TOOLKIT FOR TELEWORK PROGRAMS ACROSS THE STATE

[ABOUT TELEWORK](#)

[BEST PRACTICES](#)

[CASE STUDIES](#)

[GET STARTED](#)

[CONTACT](#)

WHAT IS NC TELEWORK?

Interested in starting or expanding an effective teleworking program at your office? The tools available on this site will help you determine whether telework is a good fit for your organization and provide the policies and program implementation assistance to get started.



Citations

- ▶ Slide 4 - <http://www.howdoibecomea.net/telecommuting/>
- ▶ Slide 11 - <http://www.zboost.com/blog/ajc-telework-can-work-for-you-too-ups-supports-the-first-ever-georgia-telework-week/>
- ▶ Slide 12 - http://familiesandwork.org/site/research/reports/NSE_2012_.pdf
- ▶ Slide 16 - www.slideshare.net/SloanNetwork/flexible-work-arrangements-sloan-work-and-family-research-network
- ▶ Slide 23 - <https://www.pgi.com/blog/2015/06/pgi-global-telework-survey/>



MOLLY WARD Sales Manager, Cloud Services, Citrix



Ted Pauling NC Medical Board



BRENDA BARTHOLOMEW Human Resources Director, Orange County



Kim Johnson GoTriangle