

# WHY FORMALIZE TELEWORKING

A formal telework or alternative work hours program provides the policies, procedures and training to ensure positive results for your organization and its employees.

## TO BE CONSISTENT

Formalizing the program holds all employees and managers to the same standards, guidelines, and policies so that the decision to allow telework is objectively based on pre-determined criteria.

## TO DEFINE PROCESS & DEVELOP A POLICY

The most successful telework programs offer a process for selecting candidates, the criteria for job selection, and customized policies defining the conditions by which employees may telework.

## TO DEFINE THE ROLE OF MANAGEMENT

In a formal program, telework is defined as a management prerogative. It is not an entitlement nor generally universally available to all employees.

## TO DEFINE CLEAR EXPECTATIONS

Clear communication about goal-setting and expectations of what work is to be conducted during a day of teleworking are integral to the success of the formal program.

50-65% INCREASED EMPLOYEE MORALE, RECRUITMENT & RETENTION



Reduced employee absenteeism  
2-4 DAYS

Lowered facility costs and demand for parking spaces

10 - 90%

Increased Worker PRODUCTIVITY by

20%

## TO IDENTIFY SELECTION CRITERIA FOR JOBS

Job selection criteria include whether the job lends itself to the proper equipment, connectivity, level of face to face interaction required, and access to proprietary information.

## TO OFFER TRAINING

Training for employees and managers gives all participants an understanding of telework parameters, policies, selection criteria, and provides a forum for questions and concerns.

## TO EXPAND THE PROGRAM

Programs can be expanded only if there are specific procedures and policies in place so that adding more participants to the program flows as seamlessly as possible.

## TO MEASURE SUCCESS

Formal programs should be periodically evaluated to measure the impact to the organization and its workers and to identify areas for improvement.