



Telecommuting and You

Approaching Your Employer

Think. Plan. Discuss.

To help you get off the road and into a successful telecommute program, we offer these **three simple steps**:

- 1) Evaluate if telecommuting fits your work.**
- 2) Lay out a telecommute plan.**
- 3) Present your proposal.**

Does telecommuting work for you?

The first step is to figure out if telecommuting can work for you. Telecommuting may not be appropriate for people in some occupations. If you answer "yes" to the following questions, telecommuting may work for you.

- Can I do my work from home or off-site?
- Can I be as productive outside the office?
- Do I have the things I need to complete my work at home?

Laying out a telecommute plan

The next step is to develop a clear telecommute plan. The purpose of a plan is to convince your employer that telecommuting will save them time and money and help you become more efficient and productive... and even enable you to work additional hours!

Employers are unlikely to approve a telecommute plan if it is vague or ambiguous. A strong plan includes accountability and a preset schedule. Your telecommute plan should contain the following sections:

- A description of how telecommuting can help your employer

- A description of how telecommuting can help you be a better worker and improve communication between you and your managers
- A clear schedule of when and where you will be working
- A commitment to be in the office when necessary
- A list of reporting procedures

Reporting procedures, such as scheduled emails or phone calls, will help ease manager concerns about your reliability and productivity outside the office.

Presenting your proposal

The final step is to present your telecommute plan to your employer. Give your plan to your manager in advance and schedule a meeting to discuss it.

At the meeting, be prepared to remind your employer that telecommuting can benefit everyone. Remember that telecommuting:

- Will increase your productivity, work quality, and output
- Improves employee morale and job satisfaction
- Can eliminate unscheduled absences
- Can reduce employee turnover
- Can reduce employee relocation, training, and recruiting costs
- Can increase staff knowledge and customer satisfaction
- Can improve manager-employee communication and relationships

For more information on telecommuting, please visit
www.telework.gov

It all adds up to cleaner air

Why Telecommuting Works



Employer Benefits

- Employees' increased productivity due to fewer interruptions and distractions, and ability to work during most productive hours
- Fewer unscheduled absences resulting from unforeseen events
- Continuity of operations during weather-related or other emergency situations
- Improved planning ability
- Employees' ability to respond to unforeseen/unscheduled workload
- Reduced real estate costs due to less, or more flexible, need for office space
- Lower employee-relocation costs, because work is not location dependent
- Enhanced employee satisfaction and morale
- Less labor turnover and lower recruitment costs
- Better customer service as employees stay longer and become more proficient
- Access to larger labor pool – regional, national, international, military spouses, retired, physically-challenged
- Enhanced compliance with Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA)
- Enhanced public relations and goodwill

Community Benefits

- Less air pollution, which improves human health and increases Clean Air Act compliance
- Less traffic congestion and fewer automobile crashes/deaths due to fewer people on the road
- Less wear and tear on transportation infrastructure, which postpones funding requirements
- Safer neighborhoods and less juvenile crime due to greater adult presence during the day
- Less dependence on imported oil, improving national security
- Smaller national budget deficit
- Less vehicle-related runoff from roads, ensuring cleaner water and improving ecosystem and human health

Employee Benefits

- Less, or no, commuting time
- Better work/life balance due to more time for family, the community, and volunteering
- Less stress
- Increased productivity due to fewer interruptions and distractions
- More flexibility to work during most productive hours
- Increased ability to respond to unforeseen/unscheduled workload
- Ability to design and control work environment
- Increased job satisfaction
- Reduced commute-related costs – gas, tolls/tickets, parking, maintenance, and depreciation
- Reduced personal expenses, including clothing, grooming, and food costs
- Reduced child- and elder-care costs due to later drop-offs and/or earlier pick-ups, and ability for teenagers and elderly dependants to be at home pursuing their own activities
- Satisfaction of helping the environment – **It All Adds Up** ... one mile at a time

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