

# TELEWORKING 101

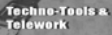
## WHY TELEWORK MATTERS

Presented by:

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Kitsap Regional Library

June 14, 2007



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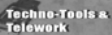
# TELEWORKING 101:

## Why Telework Matters

### ■ wikipedia.com

- **Telecommuting, e-commuting, e-work, telework, working at home (WAH), or working from home (WFH)** is a work arrangement in which employees enjoy limited flexibility in working location and hours. In other words, the daily commute to a central place of work is replaced by telecommunication links. **Telework** is a broader term, referring to substituting telecommunications for any form of work-related travel, thereby eliminating the distance restrictions of telecommuting...

A successful telecommuting program requires a management style which is based on results and not on close scrutiny of individual employees. This is referred to as management by objectives as opposed to management by observation.



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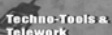
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# TELEWORKING 101:

## Why Telework Matters



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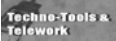
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**TELEWORKING 101:**

Why Telework Matters

- Benefits
- Concerns
- Considerations
- Questions



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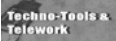
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**TELEWORKING 101:**

Why Telework Matters

- Benefits
  - Recruit and retain employees
  - Commute Trip Reduction Act
  - Continuity of Operations
  - Physical space
  - Money saving
  - Environmentally friendly
  - Employee morale



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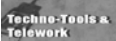
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**TELEWORKING 101:**

Why Telework Matters

- Concerns
  - Management concerns
  - Employee concerns
  - HR concerns



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## TELEWORKING 101:

### Why Telework Matters

#### ■ Concerns

##### □ Management Concerns

- More work for the manager
  - Set clear expectations and identify deliverables
  - Clear job description
  - Communicate clear vision and goals of organization
  - Manager needs to model behavior
  - May not be easy to identify good candidates

Techno-Tools &  
Telework

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## TELEWORKING 101:

### Why Telework Matters

#### ■ Concerns

##### □ Employee concerns

- Resentment
- Career advancement
- Lack of organizational resources

Techno-Tools &  
Telework

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## TELEWORKING 101:

### Why Telework Matters

#### ■ Concerns

##### □ HR/Personnel Concerns

- OSHA Requirements
- FSLA Status – hours worked

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Telework

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## TELEWORKING 101:

### Why Telework Matters

- Considerations
  - Privilege, not a Right
  - Risks
  - Security
  - Options
  - Cost and Infrastructure

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Telework

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## TELEWORKING 101:

### Why Telework Matters

- Considerations
  - Privilege, not a Right
    - Must be earned
    - Satisfactory performance and attendance
    - May not work for all people

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## TELEWORKING 101:

### Why Telework Matters

- Considerations
  - Security
    - Organizational data on home or laptop computers
    - How susceptible is data likely to be lost or stolen?
    - Is the data secure over the network?
    - Is the data protected from viruses?

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## TELEWORKING 101:

### Why Telework Matters

#### ■ Considerations

##### □ Options

- Types of schedules
- Types of jobs
- Types of people

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## TELEWORKING 101:

### Why Telework Matters

#### ■ Considerations

##### □ Cost and Infrastructure

- Hardware
- Software
- Network

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## TELEWORKING 101:

### Why Telework Matters

#### *BUMPER STICKERS:*

- *My other car is a PC*
- *Don't pollute, telecommute!*
- *There's no base like home*
- *Telework saves lives*
- *Send the data, but hold the body*
- *Move information, not people*
- *My other car is a computer*

Techno-Tools &  
Telework

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# TELEWORKING 101:

## Why Telework Matters

- Bibliography

- Questions

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