

Telework Record

To be completed by all teleworking staff after each day of telework. Save a version of this file, with the telework date and your name in the file-name, in your staff folder.

Employee Name:

Date Teleworked:

CONNECTIVITY & PREDICTABILITY

YES NO N/A

1. This was my regularly scheduled telework day:
2. I communicated with the office today:

COMMUTE

3. I visited the office today:
4. I ran work related errands today, requiring me to drive:
5. Vehicle Miles Travelled (VMT) today:
a. Personal: b. Organizational:
6. My VMT today was less today because of telework:

ECONOMIC IMPACTS

7. Cost savings (item & amount) due to telework: *(continue on page 2 if necessary)*
a. Personal: b. Organizational:
8. Costs incurred (item & amount) due to telework: *(continue on page 2 if necessary)*
a. Personal: b. Organizational:

QUALITY OF EXPERIENCE *(continue on page 2 if necessary)*

9. Reason I teleworked today:
10. Commute time saved:
11. Use of commute time saved:
12. Number of hours teleworked today:
13. Project(s) worked on:
14. Notes on telework experience:
(list challenges and benefits)
15. My experience could have been improved:

USE THE NEXT PAGE TO EXPAND ANSWERS OR TO MAKE OTHER COMMENTS

