



**TO BE CONSISTENT**

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

**20% INCREASED WORKER PRODUCTIVITY**

**TO MEASURE SUCCESS**

Formal programs should be periodically evaluated to measure the impact to the organization and it's workers, and to identify areas of improvement.

**TO DEFINE THE ROLE OF MANAGEMENT**

Telework is defined as a management prerogative. It is not an entitlement nor typically universally available to all employees.

**LOWERED FACILITY COSTS & DEMAND FOR PARKING SPACES**

**TO EXPAND THE PROGRAM**

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

**WHY FORMALIZE TELEWORK**

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



**2-4 DAYS REDUCED EMPLOYEE ABSENTEEISM**

**TO DEFINE A PROCESS & DEVELOP A POLICY**

Offer a process for selecting candidates, the criteria for job selection, and customized policies defining the conditions.

**TO OFFER TRAINING**

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

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**TO DEFINE CLEAR EXPECTATIONS**

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**TO MEASURE SUCCESS**

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