



How to: START A TELEWORK PROGRAM

Teleworking is working from home or at another location closer to home. It is an option which permits employees to work away from their company's primary location with the assistance of technology.

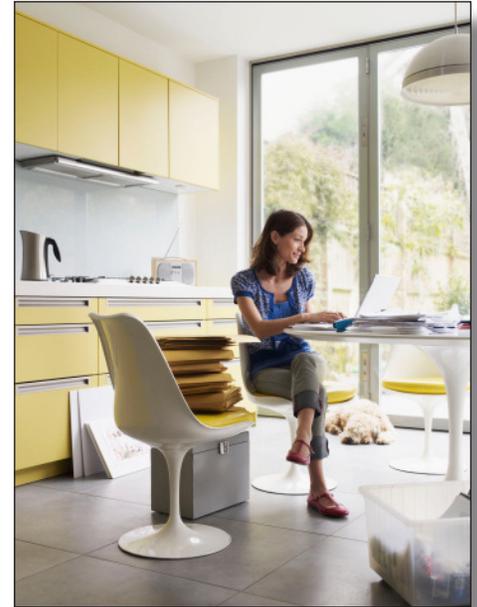
It is a rapidly growing alternative to the daily commute, and a result of today's changing economy.

One of the best attributes of teleworking is that it eliminates the need to commute to and from work.

511 Employer Service Representatives can guide you through the implementation process and provide you with the resources that are necessary to design a successful telework program that best suits your company.

Teleworking Can Benefit Both Employers and Employees

Although telework may not be appropriate for all jobs and all employees, it can prove mutually advantageous for both employers and employees. When implemented properly, a telework program can reduce expenses by decreasing the need for costly parking and office space, and can also save the time and resources spent on commuter programs and benefits. Telework can also eliminate the cost and valuable time spent on commuting for telework employees. Furthermore, telework can reduce the overall impact of commuting on the environment. In addition to the cost savings and environmental benefits, studies have shown that telework programs may actually increase productivity, reduce illness, improve retention, and raise morale.



Implementation Steps

- Obtain management commitment
- Assign a program coordinator and forming a steering committee
- Identify program objectives
- Establish selection criteria
- Analyze technology needs and costs
- Draft teleworking policies and developing teleworker agreements
- Define a system for program reporting and evaluation
- Train managers in how to oversee employees working remotely
- Train employees and providing any additional equipment needs
- Evaluate and troubleshooting the program

Keys to a Successful Teleworking Program

The best telework programs are flexible and adaptable to meet the needs of your company's existing culture. Your company can execute a successful, dynamic, and cost-saving telework program by following these key elements:

- Implementing telework policies and agreements
- Training for managers and employees
- Offering support to staff during the pilot program implementation process
- Offering support to staff with the transition from a pilot to a permanent program
- Analyzing an overall telework cost-savings analysis
- Compiling data regarding trip and pollutants reduction

511 OFFERS FREE SERVICES AND TOOLS FOR EMPLOYERS

Want to help your employees find more efficient and economical ways to get to work? 511 offers a variety of services and tools to help you assemble a successful Transportation Demand Management (TDM) program at your worksite. This service is provided at no cost to your organization by the Metropolitan Transportation Commission. Services include:

ONLINE RIDEMATCHING

With just a few clicks on 511.org, the RideMatch Service instantly matches your employees with other people making a similar commute.

VANPOOL FORMATION AND SUPPORT

Vanpooling may be an option at your worksite, and we can help you set up vanpools from start to finish.

COMMUTE INCENTIVES

Employees who use commute alternatives to driving alone can benefit from a variety of incentives, including commuter tax breaks, free bridge tolls, carpool lanes and other financial incentives.

WORK SITE EVENTS

511's representatives will participate in select events to promote carpooling and vanpooling at your worksite.