

# ARE YOU READY? teleWORK



## TeleWORKer Comments

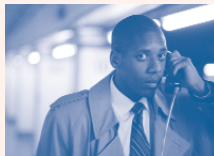
*"(TeleWORKing)...enhances my ability to more effectively blend work & family life by significantly reducing my commute time."*

**Department of Transportation**

*"I prefer the telecenter to my home because the hardware and software are better at the center."*

**Department of Agriculture**

*"In my line of work, being in touch with my customers is essential. But with today's technologies such as e-mail, remote access, phone, and fax, there is very little I cannot accomplish while teleWORKing."*



**General Services Administration**

*"TeleWORKing has been a terrific opportunity for me...I save time and money working closer to home and my concentration on work tasks has greatly improved."*

**Federal Highway Administration**



## TeleWORK Contacts

### TELEWORK POLICY CONTACTS

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### GSA Office of Governmentwide Policy

U.S. General Services Administration  
1800 F Street, NW, Room 7001  
Washington, DC 20405  
<http://policyworks.gov/telework>



# The TeleWORKforce is NOW.

# TeleWORK Is It For You?

**TeleWORK is working away from the principal office. TeleWORKers typically work at home or at a telework center, one or more days a week.**



## TELEWORK BENEFITS

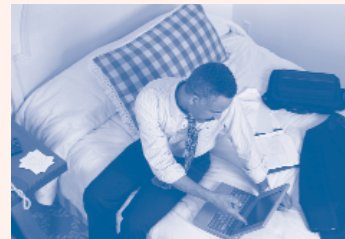
TeleWORK makes good sense for both employees and employers. TeleWORK:

- Improves recruitment and retention
- Advances quality of worklife
- Reduces facility costs
- Enhances productivity
- Reduces absenteeism
- Optimizes use of technology
- Decreases traffic congestion
- Improves the environment
- Accommodates people with disabilities

# Establishing a TeleWORK Program

## Some elements to consider in establishing a successful TeleWORK program include:

- Organizing a TeleWORK advisory group. Participants can include employees, managers, union representatives, and technical staff.
- Developing TeleWORK guidelines and principles.
- Assessing the impact that TeleWORK has on timekeeping, compensation, and other issues.
- Developing a plan to address the equipment needs of your organization's TeleWORK program.
- Preparing a written TeleWORK agreement for employees and managers.
- Regularly re-evaluating and modifying the program, when necessary, to meet changing circumstances.



*"Telecommuting has become a quality of life issue. Studies show that telecommuters help reduce traffic congestion, are more productive, are happier, and are spending more time with their families."*

**Rep. Frank Wolf (R-VA)**

## CURRENT TELEWORK LAWS

Public Law 106-346, Section 359, 10/23/2000, as interpreted by OPM memorandum to agencies (2/9/2001), instructs Federal agencies (1) to review telework barriers, act to remove them and increase actual participation, (2) to establish eligibility criteria, and (3) that subject to any applicable agency policies or bargaining obligations, employees who meet the criteria and want to participate must be allowed that opportunity if they are satisfactory performers. The law provides that its requirements must be applied, within four years, to 100% of the Federal workforce. Other existing or proposed telework laws cover funding for Federal telework centers, Federal agency procurement of telecommunications equipment for use in employee homes, pilot-testing of telework environmental credit incentives, and telework tax breaks.

TeleWORKing is a practical solution to environmental and other quality of life issues as well as worklife challenges. Federal agencies must lead by example and create progressive teleWORKplaces that positively respond to these issues. The Office of Personnel Management, General Services Administration and the Department of Transportation are lead agencies for the Federal teleWORKing initiative.

## RESOURCES

### TeleWORK Policy:

#### U.S. Office of Personnel Management:

Federal personnel TeleWORK guidelines and briefing materials

<http://www.opm.gov/wrkfam/telecomm/telecomm.htm>

#### U. S. General Services Administration

Federal governmentwide site with general TeleWORK information.

<http://policyworks.gov/telework>

<http://www.pueblo.gsa.gov/telework.htm>

#### GSA-Federal Interagency Telecommuting Centers:

<http://www.gsa.gov/pbs/owi/telecenters.htm>

#### GSA-Integrated Workplace Strategies:

alternative officing and technology.

<http://policyworks.gov/org/main/mp/library/policydocs/agiwp.htm>

#### International TeleWORK Association & Council :

Information about teleWORKing issues, practices, programs, and events.

<http://www.telecommute.org>