

COMMUTE SOLUTIONS



TELEWORK WORKS!

Telework, or working from home, is a work arrangement that provides employers and employees flexibility in meeting organizational goals. Businesses around the world – and right here in the Treasure Valley – offer more and more telework opportunities as technology provides advanced tools to work and collaborate remotely.

If your business has considered implementing a telework policy, you may have asked yourself:

- Which jobs and employees should be eligible for telework?
- Do we have the necessary equipment and technology for staff to do their job efficiently and securely?
- How will supervisors measure productivity?
- How do I create and implement a telework policy?

COMMUTERIDE RESOURCES

Download our sample telework policy, short-term employee agreement, and long-term employee agreement to get started! Samples available at www.commuteride.com/employers.

EMPLOYER BENEFITS

Improve Employee Recruitment & Retention

Increase Employee Morale & Productivity

Increase Cost Saving Opportunities

Enhance Customer Service

Achieve Sustainability Goals

TELEWORK

5 STEPS TO IMPLEMENT A TELEWORK POLICY IN YOUR WORKPLACE



1 CREATE A POLICY

Work with your human resources department and/or legal counsel to establish a telework policy and employee agreement. Download samples at: www.commuteride.com/employers.

2 GATHER TOOLS

Ensure that your workplace has the necessary equipment and technology available, including hardware, software, internet connectivity, and collaboration tools.

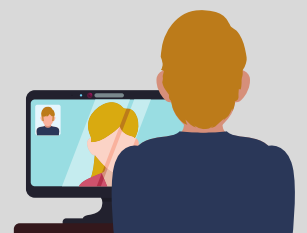


3 PLAN AHEAD

Determine which jobs and employees are eligible for telework.

4 PREP MANAGERS

Encourage supervisors to establish communication protocols, work progress expectations, and periodic evaluations.



5 RUN A TRIAL

Arrange a telework trial run for a department or select group of employees to determine if it can and should be implemented company wide.