



Why formalize a telework program at your workplace?

A formal telework program provides the policies, procedures and training to ensure positive results for your organization and its employees. Often an informal program lacks clear policies and parameters as well as full transparency as to how employees are chosen and the times and days when they may telework.

To be consistent. Formalizing the program holds all employees and managers to the same standards, guidelines, and policies so that the decision to allow telework is objectively based on pre-determined criteria.

To define a process and develop a policy. The most successful telework programs offer a process for selecting candidates, the criteria for job selection, and customized policies defining the conditions by which employees may telework.

To define the role of management. In a formal program, telework is defined as a management prerogative. It is not an entitlement nor generally universally available to all employees.

To define clear expectations. Clear communication about goal-setting and expectations are integral to the success of a formal program. In many cases managing by objectives and results is a prerequisite to teleworking.

To identify selection criteria for jobs and individuals. Productivity, tenure, grade, and performance all are considerations for employee selection. Job selection criteria include whether the job lends itself to remote work, access to the proper equipment, connectivity, level of face to face interaction required, and access to proprietary information.

To offer training. Training for employees and managers gives all participants an understanding of teleworking parameters, policies, selection criteria, and provides a forum for questions and concerns.

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

To measure success. Formal programs should be periodically evaluated to measure the impact to the organization and its workers, and to identify areas for improvement. Through the use of surveys and focus groups, especially in large organizations, the program policies and procedures can be adjusted to attain the best results possible.

Georgia Commute Options offers the consulting services your company needs to formalize your telework program at no cost. Let us help you get started.

telework@gacommuteoptions.com | (877) 942-6784

