



Telecommuting and You

Approaching Your Employer

Think. Plan. Discuss.

To help you get off the road and into a successful telecommute program, we offer these **three simple steps**:

- 1) Evaluate if telecommuting fits your work.**
- 2) Lay out a telecommute plan.**
- 3) Present your proposal.**

Does telecommuting work for you?

The first step is to figure out if telecommuting can work for you. Telecommuting may not be appropriate for people in some occupations. If you answer “yes” to the following questions, telecommuting may work for you.

- Can I do my work from home or off-site?
- Can I be as productive outside the office?
- Do I have the things I need to complete my work at home?

Laying out a telecommute plan

The next step is to develop a clear telecommute plan. The purpose of a plan is to convince your employer that telecommuting will save them time and money and help you become more efficient and productive . . . and even enable you to work additional hours!

Employers are unlikely to approve a telecommute plan if it is vague or ambiguous. A strong plan includes accountability and a preset schedule. Your telecommute plan should contain the following sections:

- A description of how telecommuting can help your employer

- A description of how telecommuting can help you be a better worker and improve communication between you and your managers
- A clear schedule of when and where you will be working
- A commitment to be in the office when necessary
- A list of reporting procedures

Reporting procedures, such as scheduled emails or phone calls, will help ease manager concerns about your reliability and productivity outside the office.

Presenting your proposal

The final step is to present your telecommute plan to your employer: Give your plan to your manager in advance and schedule a meeting to discuss it.

At the meeting, be prepared to remind your employer that telecommuting can benefit everyone. Remember that telecommuting:

- Will increase your productivity, work quality, and output
- Improves employee morale and job satisfaction
- Can eliminate unscheduled absences
- Can reduce employee turnover
- Can reduce employee relocation, training, and recruiting costs
- Can increase staff knowledge and customer satisfaction
- Can improve manager–employee communication and relationships

For more information on telecommuting, please visit www.telework.gov

It all adds up to cleaner air