

# Telework: Is It For You?

**Telework is defined as work performed away from the principal office under circumstances that reduce or eliminate the employee's commute. 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. It:*

- 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

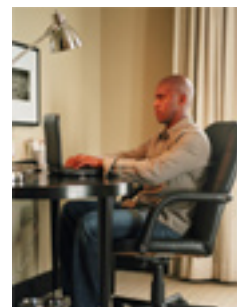
*Telework has become a quality of life issue. Studies show that the benefits of telework are many. Teleworking not only helps to reduce traffic but teleworkers are more productive employees who are happier and spend more time with their families.*

# Establishing a Telework Program

To learn more about both the Federal guidelines for implementing and operating alternative work arrangements (AWA) (Federal Management Regulation Bulletin 2006-B3) as well as those describing the necessary technology and telecommunications infrastructure needs for telework (Federal Management Regulation Bulletin 2007-B1), please visit: [www.gsa.gov/fmrbulletin](http://www.gsa.gov/fmrbulletin).

## Some Key Practices for Establishing a Successful Telework Program Include:

- Organizing a telework advisory group that may include employees, managers, union representatives, and technical staff
- Developing telework guidelines and principles
- Assessing the impact that telework has on workplace 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 reevaluating and modifying the program, when necessary, to meet changing circumstances



## Telework Laws

Public Law 106-346, Section 359, requires that each Executive agency establish a policy under which eligible employees of the agency may telework to the maximum extent possible without diminished employee performance.

Public Law 105-277, Title IV, Section 630, requires that certain Executive agencies reserve a minimum of \$50,000 annually for employees' use of telework centers.

See [www.telework.gov/twlaws.asp](http://www.telework.gov/twlaws.asp) for more information about these and other telework laws.

## Telework Policy & Information Resources

**Want to stay up-to-date on new developments in telework? Sign up for free newsletters and updates at the following websites:**

**U.S. Office of Personnel Management and U.S. General Services Administration** – Provide information regarding Federal human resource laws, guidelines and individual agency policies/materials/information about telework: [www.telework.gov](http://www.telework.gov)

**WorldatWork** – Provides information regarding teleworking issues, practices, programs, and events: [www.workingfromanywhere.org](http://www.workingfromanywhere.org)

**Telework Exchange** – Focuses on demonstrating the value of Federal telework initiatives, serves the emerging education and communications requirements of the Federal teleworker community, and measures Federal agencies' progress on telework requirements: [www.teleworkexchange.com](http://www.teleworkexchange.com)

# ARE YOU READY? telework

## Teleworker Comments

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

– Department of Transportation



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

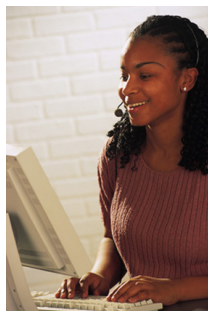
– Department of Agriculture

*"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

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*The  
teleworkforce  
is NOW.*