

# Using Telework as a Tool

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NIH Telework Festival  
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# Why Telework Now?



- *Telework Enhancement Act of 2010* (Public Law Public Law 111-292)
- Presidential Memorandum –Disposing of Unneeded Federal Real Estate
- Executive Order 13514 – Federal Leadership in Environmental, Energy, and Economic Performance

## **The following agencies are leading the way with telework initiatives:**

- Defense Information Systems Agency
- Department of Justice/Bureau of Alcohol, Tobacco, Firearms and Explosives
- Federal Deposit Insurance Corporation
- National Institutes of Health (NIH)
- Treasury Inspector General for Tax Administration
- U.S. Air Force
- U.S. General Services Administration
- U.S. Patent and Trademark Office



# What Does Telework Mean for Managers?

- ✓ Establish a telework eligibility and notification policy for all employees
- ✓ Establish a performance plan and metrics that manage people and results
- ✓ Ensure teleworkers and non-teleworkers are treated the same for purposes of training, requirements, and performance evaluations
- ✓ Launch 360 workforce training
- ✓ Create a pilot program and develop COOP exercises which test “real world” scenarios
- ✓ Build the business case for telework
- ✓ Focus on “work/life effectiveness” as an agency benefit, not “work/life balance” as an employee benefit
- ✓ See the telework benefits by measuring and aligning employee productivity against agency and organizational goals
- ✓ Provide technology and associated training



- *Think Differently*
  - ✓ Embrace a “throw out the desk” mentality – work is not a place
  - ✓ Communicate and promote the telework business case throughout your agency
- *Provide Support*
  - ✓ Launch training programs for managers and employees:
    - Clarify roles, responsibilities, and performance metrics
    - Identify most effective collaboration tools
  - ✓ Establish employees and managers support groups for ongoing support in program development and implementation
- *Test & Re-Test*
  - ✓ Understand risk to make smart investments
  - ✓ Create pilot programs and execute “telework weeks” to identify issues before broad roll-out



## **Creative ways to build the business case for telework and encourage participation:**

- GSA developed programs that empower employees to calculate the time they saved by teleworking and encouraged employees to use the time to improve work/life balance (i.e. family vacations, physical fitness, community involvement)
- The U.S. Air Force stays connected with teleworkers through “virtual pizza parties”
- USDA allows teleworkers to use surplus furniture and equipment to supplement their home office
- Agencies often encourage employees to schedule virtual coffee meetings with the directors/supervisors





A PUBLIC-PRIVATE PARTNERSHIP FOCUSED  
ON ELIMINATING TELEWORK GRIDLOCK

# Telework Exchange Upcoming Events & Resources



Join us for Telework Week 2012, the second-annual effort to encourage agencies, organizations, and individuals to pledge to telework on **March 5-9, 2012**. Sign up now at [www.teleworkexchange.com/teleworkweek](http://www.teleworkexchange.com/teleworkweek) to pledge and determine your impact and savings, and telework during the week of March 5-9, 2012.

### **Need help getting started? Attend our free Webcasts:**

- "One Year Later: The Status of Federal Telework" on **December 7<sup>th</sup>**
- "From Planning to Preparedness: Build Your Telework Strategy" on **January 19<sup>th</sup>**
- For more telework news, resources, and our telework taxonomy visit, [www.teleworkexchange.com](http://www.teleworkexchange.com)
- Join the Telework Exchange community – email [info@teleworkexchange.com](mailto:info@teleworkexchange.com) to receive our newsletters