



## About Telework

Telework is one of several flexible work arrangements in which an employee replaces the daily commute to a central office by working at another appropriate location, such as:

- ▶ The employee's home
- ▶ A client's office
- ▶ A local telework center
- ▶ A coffee shop with a Wi-Fi connection
- ▶ An airport or transit terminal
- ▶ On public transportation
- ▶ A hotel

Telework arrangements can vary by employee and employer:

- ▶ **Occasionally:** such as when the employee needs a quiet place to work without office distractions
- ▶ **Temporarily:** such as in an emergency or when recovering from an illness
- ▶ **Emergencies:** as part of a Continuity of Operations/Disaster Recovery Plan
- ▶ **Regular part-time:** 1-2 days a week (the most common arrangement)
- ▶ **Regular full-time:** employees who work remotely all the time, and only visit the central worksite for meetings or other special occasions
- ▶ **Mobile or field workers:** Increasingly, there are employees that take their office with them; seldom needing to return to the central office
- ▶ **Working overseas assignments:** Employees assigned overseas tasks may not need an overseas office – just the right equipment

Teleworking may be paired with flextime, hot-desking, or hoteling:

- ▶ **Flextime:** working flexible or varied work schedules, such as 10 hours a day, 4 days a week
- ▶ **Hot-Desking:** employees can share workspace (desks and equipment) because they don't work the same schedule
- ▶ **Hoteling:** similar to hot-desking, but means that employees reserve an office space for the days or times when they need to be in the office, much the same as they would reserve a hotel room

All of these work arrangements have the potential to reduce peak-hour traffic congestion, save on office space and conserve local and global resources.