

Project: Telework Pilot Project (Manager Baseline Online Survey)
 Survey Dates: March 5, 2009 through March 20, 2009
 Codebook Name: MANAGERBASELINE
 Processing Date: June 2009

Var. 1	Fmt: N1	Col: 1	Name: Q1 (A)
How long have you worked for your current employer?			
1=Less than 6 months		3=1 to 2 years	
2=6 months to 1 year		4=3 to 5 years	
		5=6 to 10 years	
		6=More than 10 years	
Var. 2	Fmt: N1	Col: 2	Name: Q2 (B)
How long have you worked in your present position?			
1=Less than 6 months		3=1 to 2 years	
2=6 months to 1 year		4=3 to 5 years	
		5=6 to 10 years	
		6=More than 10 years	
Var. 3	Fmt: A30	Col: 3-32	Name: Q3 (C)
What is your job title?			
Var. 4	Fmt: N1	Col: 33	Name: Q4 (D)
Do you manage a specific department, division, or work unit?			
1=Yes		2=No	
Var. 5	Fmt: A30	Col: 34-63	Name: Q5 (E)
If you answered "Yes", please enter the name of the department, division, or work:			
Var. 6	Fmt: N5	Col: 64-68	Name: Q6 (F)
How many employees (both full-time and part-time) do you manage?			
Var. 7	Fmt: N5	Col: 69-73	Name: Q7 (G)
How many employees do you manage that telework ... whether they are part of the project or not?			
Var. 8	Fmt: N5	Col: 74-78	Name: Q8 (H)
How many do you manage that are participating in the pilot project?			
Var. 9	Fmt: N1	Col: 79	Name: Q9 (I)
Did you select the employees to participate in the pilot project or were they selected by someone else?			
1=I selected them			
2=They volunteered and I approved ; Skip to Var: 12			
3=Someone else selected them ; Skip to Var: 12			
4=Other (please explain)			
Var. 10	Fmt: A200	Col: 80-279	Name: Q10 (J)
Other			

Var. 11 Fmt: A300 Col: 280-579 Name: Q11 (K)
How did you decide who to select for the pilot project? Did you pick employees with specific characteristics? Please describe any criteria or selection process you used:

Var. 12 Fmt: N1 Col: 580 Name: Q12 (L)
Have you placed any restrictions on the kind of work employees can do from home?
1=Yes 2=No

Var. 13 Fmt: A300 Col: 581-880 Name: Q13 (M)
If you answered "Yes", please describe the restrictions:

Var. 14 Fmt: N1 Col: 881 Name: Q14 (N)
Do you use a "Telework Agreement" with your teleworkers?
1=Yes - we have a written agreement signed by the employee
2=Yes - a written agreement/guideline, but it's not signed
3=We have a verbal agreement
4=No agreement yet, but plan to create one
5=No agreement, not sure we need one
6=Other (please explain)

Var. 15 Fmt: A200 Col: 882-1081 Name: Q15 (O)
Other

Var. 16 Fmt: N1 Col: 1082 Name: Q16 (P)
What is your general opinion about telework at this point in time?
1=Generally Negative - suspect telework is a bad idea
2=Somewhat Negative - skeptical about telework
3=Neutral - no opinion at this time ;18
4=Somewhat Positive - think telework is worth a try
5=Generally Positive - think telework is a good idea

Var. 17 Fmt: A400 Col: 1083-1482 Name: Q17 (Q)
What would you say is the main reason for your current opinion about telework?

There have been many potential "benefits" claimed for telework. Of course not every organization can necessarily realize every benefit. We would like to hear your opinion. Please rate each of these benefit statements on the 1-5 scale ... the higher the number, the more you agree that telework could provide this benefit for your organization.

- Var. 18 Fmt: N1 Col: 1483 Name: Q18a (R)
Telework can save money for our organization
1=Disagree Strongly 3=Neutral 5=Agree Strongly
2=Disagree Somewhat 4=Agree Somewhat
- Var. 19 Fmt: N1 Col: 1484 Name: Q18b (S)
Telework increases employee morale
- Var. 20 Fmt: N1 Col: 1485 Name: Q18c (T)
Telework helps our organization meet carbon reduction goals
- Var. 21 Fmt: N1 Col: 1486 Name: Q18d (U)
Having teleworkers helps us to be prepared for emergencies
- Var. 22 Fmt: N1 Col: 1487 Name: Q18e (V)
Telework increases worker productivity
- Var. 23 Fmt: N1 Col: 1488 Name: Q18f (W)
Telework creates a more "tech-savvy" workforce
- Var. 24 Fmt: N1 Col: 1489 Name: Q18g (X)
Telework reduces employee turnover
- Var. 25 Fmt: N1 Col: 1490 Name: Q18h (Y)
Telework helps our organization recruit better talent
- Var. 26 Fmt: N1 Col: 1491 Name: Q18i (Z)
Telework can reduce employee absenteeism
- Var. 27 Fmt: N1 Col: 1492 Name: Q18j (AA)
Telework allows employees to better manage their time
- Var. 28 Fmt: N1 Col: 1493 Name: Q18k (AB)
Telework helps employees concentrate on difficult tasks
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As a manager, you may have some concerns about telework. Please indicate your level of concern by rating each of these statements on the 1-3 scale ... the higher the number, the greater your concern.

Var. 29 Fmt: N1 Col: 1494 Name: Q19a (AC)
The difficulty of managing people I can't see
1=Not Concerned 2=Somewhat Concerned 3=Very Concerned

Var. 30 Fmt: N1 Col: 1495 Name: Q19b (AD)
Employees that don't telework may resent those that do

Var. 31 Fmt: N1 Col: 1496 Name: Q19c (AE)
People won't be as productive when working from home

Var. 32 Fmt: N1 Col: 1497 Name: Q19d (AF)
Teamwork will suffer when everyone isn't together all the time

Var. 33 Fmt: N1 Col: 1498 Name: Q19e (AG)
Having people work from home can be a security risk

Var. 34 Fmt: N1 Col: 1499 Name: Q19f (AH)
I may have to learn new technologies in order to communicate with teleworkers

Var. 35 Fmt: N1 Col: 1500 Name: Q19g (AI)
Having teleworkers may increase my workload

Var. 36 Fmt: N1 Col: 1501 Name: Q19h (AJ)
Refusing telework to some could be bad for office morale

Var. 37 Fmt: N1 Col: 1502 Name: Q19i (AK)
The difficulty of interacting and communicating with teleworkers

Var. 38 Fmt: N1 Col: 1503 Name: Q19j (AL)
It could be more difficult to evaluate teleworkers

Var. 39 Fmt: N1 Col: 1504 Name: Q19k (AM)
I may have to learn a new style of management

Var. 40 Fmt: A300 Col: 1505-1804 Name: Q20 (AN)
Please use this space to describe any other concerns you have about telework or to elaborate on those above:

Var. 51 Fmt: N1 Col: 2114 Name: Q26f (AY)
Contribute to a wiki or similar shared web page

Var. 52 Fmt: N1 Col: 2115 Name: Q26g (AZ)
Participate in telephone conference calls

Var. 53 Fmt: N1 Col: 2116 Name: Q26h (BA)
Check your email on a mobile device

Var. 54 Fmt: N1 Col: 2117 Name: Q27 (BB)
Are you ...
1=Male 2=Female

Var. 55 Fmt: N1 Col: 2118 Name: Q28 (BC)
Please check your age group
1=Under 25 3=35 - 44 5=55 - 64 7=75+
2=25 - 34 4=45 - 54 6=65 - 74

Var. 56 Fmt: N1 Col: 2119 Name: Q29 (BD)
What's the highest level of education you've completed?
1=High School or GED 5=Bachelor's Degree
2=Some College 6=Graduate or Professional Degree
3=Associates Degree 7=Other
4=Tech Degree or Certificate

Var. 57 Fmt: A60 Col: 2120-2179 Name: Q30 (BE)
Other

Var. 58 Fmt: N5 Col: 2180-2184 Name: Q31 (BF)
What is your home zip code?

Identification Variables Generated by StatPac:

Var. 59 Fmt: A15 Col: 2185-2199 Name: IPAddress (BG)
Respondent's IP Address

Var. 60 Fmt: A15 Col: 2200-2214 Name: RespondentID (BH)
Respondent's ID Number

Var. 61 Fmt: N8 Col: 2215-2222 Name: Today (BI)
Date of Response
