

The Kitsap Regional Coordinating Council was awarded a grant by the Washington State Legislature to conduct a Telework Pilot Project. The grant is administered by the Washington State Department of Transportation (WSDOT) Commute Trip Reduction Program.

Telework is one of several commute alternatives that has the potential to reduce highway infrastructure costs and carbon emissions.

The goal of the project is to develop a toolkit that employers across the state can use to implement their own telework program. The pilot will evaluate the toolkit, find ways to make it more useful, and estimate the potential miles saved by telework.

The final version of the toolkit, along with a report detailing the results of the pilot project with recommendations for the future, will be delivered to the Washington State Legislature on July 1, 2009.

Learn More

READ MORE: Go to the website to read or download the recruitment materials:
www.KitsapRegionalCouncil.org/telework.html

CONTACT: Vicky Clarke

- Vicky@KitsapRegionalCouncil.org
- 360.377.4900

What's in the Toolkit

The toolkit will be ready by the end of October. It is provided as a website and contains:

EMPLOYEE PAGE: Includes information to help employees decide if telework is right for them. For teleworkers, there is a manual of what they need to know to succeed at telework.

ORGANIZATION PAGE: Guides employers through the process of setting up a telework program. It includes a manual for managers to help them adapt to and succeed at managing teleworkers.

TECHNOLOGY PAGE: Informs employers about the technology options available and guides them through the decision making process.

RESOURCE PAGE: Contains policy templates, forms, guides, and other useful information.

KICK THE COMMUTE



TAKE TELEWORK FOR A TEST DRIVE

A Telework Program can have tremendous benefits for both employers and employees. Now is the perfect time to find out if telework is right for your organization.

**During October
the Telework Pilot Project is
recruiting public & private sector
employers to participate
in a Telework Pilot.**

Kitsap Regional Coordinating Council



www.KitsapRegionalCouncil.org/telework.html

What is Telework

Telework replaces the normal commute by working at home or from another remote location at least part of the time.

Telework often occurs on a temporary basis, such as when an employee is recovering from an illness. Many employers today are allowing telework on a regular basis ... that doesn't mean it has to be full-time. 1-2 days a week is the most common arrangement.

Telework is not an employee benefit or entitlement. The employer decides who can telework. It is important to select employees with the right work habits and characteristics, and those with work that can be done from a remote location.

Telework that is part of a regular work arrangement is most successful when implemented as a program. This means creating a telework policy that specifies the requirements of both employee and employer.

The Telework Toolkit includes a policy template and other forms to help employers quickly implement a telework program.

Why Consider Telework

In addition to the environmental benefit and savings to taxpayers from reduced road construction, telework offers benefits to employers and employees.

EMPLOYERS: Telework has been shown to improve employee morale and reduce turnover. Significant savings can be realized from reduced recruitment costs alone. Employers may also see reduced real estate costs if enough employees telework. Teleworkers can also become a core workforce in the event of a disaster. Telework can help employers meet their commute trip reduction goals.

EMPLOYEES: Telework helps employees achieve a better balance between the demands of home and work with more time at home and greater schedule flexibility. There's also the money saved from not commuting every day.

There are many other benefits detailed in the project materials. With ever improving collaborative technology, this is the way work will be done in the future. It's the work that matters, not where it is being done.

Join the Pilot Project

We are looking for public or private sector organizations, or departments within organizations, with two or more employees who can telework at least one day every two weeks — *we would prefer at least one day a week.*

TO QUALIFY: Your organization has no teleworkers yet, or telework occurs only casually, or it didn't work in the past and you want to give it another try.

TO PARTICIPATE: You will need to appoint a telework coordinator to be our contact during the course of the project.

From sign-up until December 30th, at the latest, you will select your employees, put together your policy, and make decisions about equipment. (The Toolkit will guide you through this.)

From January 1, or sooner if you are ready, until April 15, 2009, employees will telework the days you allow and complete a brief weekly on-line diary about the experience. There are other required surveys and interviews during the course of the project.