



TMASF Connects Career Telecommuting Implementation Resource Sheet

The purpose of this resource sheet is to provide guidelines if you are considering a short-term or temporary telecommuting arrangement during the COVID-19 crisis.

Why should Your Employees Telecommute?

[Source Cite: Global Workplace Analytics](#)

Telecommuting is changing the way we work. An estimated 7% of employers offer telecommute options, with 3.4% of today's workforce (around 4.7 million employees) working at home at least half the time. Yet, over 50% of today's workforce hold a position compatible with telecommuting, and businesses can save an average of \$11,000 per person a year. Some other benefits of telecommuting may include:

- Fewer sick days, less exposure to common illnesses, more time for physical activities
- Little to no commuting to and from work, reducing greenhouse gas emissions and saving half-time telecommuters upwards of 11 days a year on commuting
- Minimal expenses on commuting costs (such as gas, tolls, transit passes, parking, and car maintenance), food, and professional attire upkeep
- Increased productivity through removal of office distractions and lower stress levels
- Flexible scheduling allows for time to care for children, aging parents, pets, other dependents, and being involved in the local community
- Increased happiness within job as well as personal satisfaction

How to Implement a Telecommuting Program

Implementing a successful telecommuting program requires more than simply providing a high-speed connection and a laptop. [SHRM](#) and [UC Berkeley](#) have created guides on how to create an effective telecommuting program. [Other guidelines](#) for developing a strong telecommuting program include:

- Contacting legal experts so telecommuting doesn't become a legal issue
- Inviting managers and supervisors to share their input and opinions
- Utilizing appropriate platforms and tools for productivity – programs for keeping in touch and connected, file-sharing and hosting, etc.
- Not micromanaging
- Setting equal standards for on and off-site employees

Global Workplace Analytics has also released a sample [Telecommuting Policy](#) for reference.



Other Considerations to Telecommuting

[Source Cite: Forbes](#)

Telecommuting isn't for everyone, it is based on each individual employee's capabilities and competencies, their job functions (if it can be done at home), and their home environments (and corresponding security standards). However, it can be used not only as an attractive perk, Reducing employee turnover [by 50%](#), but also granting access to a larger pool of talent and the ability to hire and retain the best person for the job regardless of location. Lastly, it allows the older generation to remain in the workforce with their skills and knowledge – telecommuting allows them to continue working without a hectic daily commute and the opportunity for health checkups that won't interfere with their work schedule.