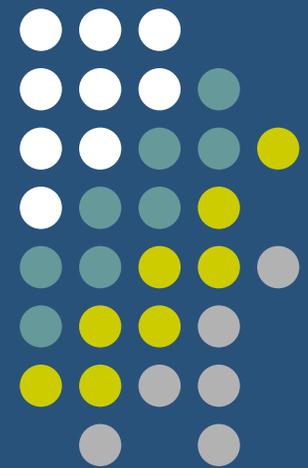
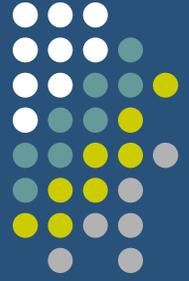


Virginia Joint Commission on Technology and Science

Telework in the Commonwealth



Telecommuting v. Telework



- Telecommuting: A program that reduces or eliminates the need to travel every day from their home to employer's place of business, and back again
- Telework: An arrangement in which employees work at any time or place that allows them to accomplish their work effectively & efficiently

Source: Telework 360° (Center for Digital Government)

Why should the Commonwealth care?



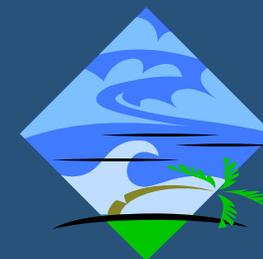
- Reduction in traffic congestion/pollution



- Employee retention



- Cost savings



- Improved quality of life



- Continuity of government

What are potential policy concerns?



- Productivity & efficiency



- Security



- Heightened training for employees and supervisors



- Isolation/lower morale



- Equipment costs

Why JCOTS?



House Bill 1240 (Hugo)

- Referred to JCOTS for study
 - Would require the Secretary of Technology to measure the effectiveness of the comprehensive statewide telecommuting/alternative work schedule policy
 - Head of each agency to set goal of not less than 2 workers to every workspace by July 1, 2009

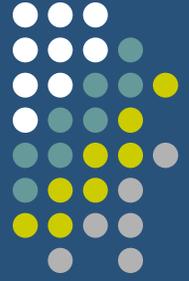
How did we get here?



1990: General Assembly requested the Virginia Employment Commission to study the benefits of telecommuting, and the feasibility & desirability of implementing a pilot program

- Interagency workgroup: traffic, environmental, societal benefits
- Recommended pilot:
 - Establish telecommuting in state agencies using existing resources
 - Marketing effort for development of programs at other government levels & in the private sector

History, con't.



- Wilder Commission (1993)
 - Public-Private Task Force on Telework
 - Result: One-time training seminar, former telework program for state employees



Current Efforts

- Ongoing efforts to develop model guidelines & policies:

Virginia Information Technologies Agency
Department of Human Resource Management
Department of Rail & Public Transportation



Current Efforts

- Department of Rail & Public Transportation

telework!va

Offers private employers in N.Va. Up to \$35,000 to start or expand a telework program



Current Efforts

- Council on Technology Services

Mobile Workforce Workgroup

Provide information to make it easier for state and local government managers to implement mobile workforce programs

Develop whitepaper to document best practices (tentative: Jan. 2007)



Current Efforts

- Virginia Information Technologies Agency

Telework Strategy & Advisory Committee

Chaired by Mike Hammel

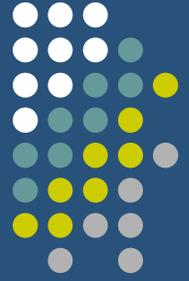
Current Efforts



HJ 144 (2006) – 12 member joint subcommittee charged with:

- Identifying state agencies whose operations are most conducive to telework or alternative work schedules;
- Recommending incentives to increase telework;
- Examine impact of telework on continuity of government operations in the event of a disaster;
- Review appropriateness & feasibility of establishing pilot project;
- Develop criteria for measuring employee productivity.

Telecommuting Laws

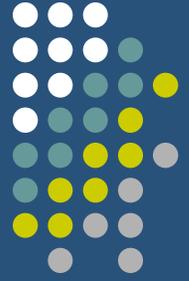


“Telecommuting” means a work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their central workplace, in accordance with work agreements.”

“Alternative work schedule” means schedules that differ from the standard workweek, 40-hour workweek schedule, if such schedules are deemed to promote efficient agency operations. Alternative work schedules may include, but not be limited to, four 10-hour days, rotational shifts, and large-scale job sharing.”

§ 2.2-2817.1 of the Code of Virginia

Telecommuting Laws



- The Secretary of Administration, with the Secretary of Technology & Council on Technology Services, must establish a comprehensive statewide telecommuting and alternative work schedule policy
 - Includes model rules and procedures; broad categories of ineligible employees (with justification)
 - DHRM Policy 1.61 – available on DHRM website

www.dhrm.virginia.gov

§ 2.2-203.1 of the Code of Virginia

Telecommuting Laws



- In accordance with the statewide policy, state agencies must establish a policy under which eligible employees may participate in telecommuting or alternative schedules:
 - Must state categories of employees ineligible under policy, and justification
 - The head of each agency must set annual percentage target of number of positions eligible for alternative schedules, with a goal of at least 25% of eligible employees participating by July 1, 2009
 - Each agency must annually report on telecommuting and alternative work schedules, including specific budget requests for technology to increase opportunities

§ 2.2-2817.1 of the Code of Virginia

Telecommuting Laws



- The Secretary of Administration must:
 - Assist agencies in developing & implementing policies
 - Report annually to the General Assembly on the status of telecommuting
 - 2005 Report: 775 employees in state agencies telecommute (over 70,000 state classified employees in the executive branch)

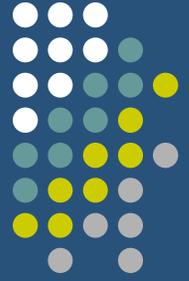
§ 2.2-203.2 of the Code of Virginia



Other Relevant State Policies

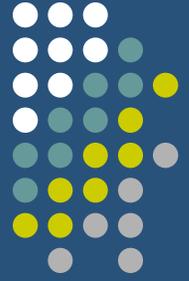
- Information Technology Security Policy
 - Updates to policy approved by the IT Investment Board in July
 - Implications for Telework?

JCOTS Contributions to Telework



- Collaborative Role
- Identify telework issues related to technology & policy to which JCOTS can make a unique contribution:
 - Infrastructure?
 - Security?
 - Broadband?
 - Technology training?

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