

Telework



House Joint Resolution 144

The Honorable Viola O. Baskerville

Secretary of Administration

House Joint Resolution 144 Committee

CIT, Herndon, Virginia

September 14, 2006



Telecommuting Background

- Signed Executive Order 35 – *Creation of Office of Telework Promotion and Broadband Assistance*
- Moderated COVITS Conference Breakout Session on *Telework for Continuity of Operations*
- Partnered with IBM for a Study of Telework in the Commonwealth of Virginia
- Conducted Agency Telecommuting Survey
- Collaborated with DHRM, DRPT, JCOTS, VITA on telework efforts
- Reviewed HR Policy 1.61 – Telecommuting
- Reviewed Code of Virginia §§ 2.2-203.1, 2.2-203.2, 2.2-2817.1

Telecommuting

Agency Communications

- Data update request from DHRM Policy Office to Agency Human Resource Directors
- Communication from DHRM Agency Head to Agency Human Resource Directors on importance of telecommuting program
- Communications through Leadership
Communiqué to Agency Heads on telecommuting survey

Telecommuting Survey

Overview

- 56 agencies responded to survey through 9/13/06
- 2,067 positions designated eligible to telecommute
- 1,469 employees are telecommuting

Telecommuting Survey

Top Ten Benefits

1. Savings in gas, car and commuter costs
2. Increased employee satisfaction
3. Flexibility of schedule and work time
4. Increased job satisfaction and morale
5. Organizational flexibility
6. Increased productivity with quieter environment
7. Reduced stress from commuting
8. Improved work/life balance
9. Continuity of operations
10. Reduced travel and geographic barriers

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Telecommuting Survey

Top Ten Barriers

1. Cost of IT equipment and support
2. Diminished access to work resources
3. Culture change
4. Security of information
5. Management readiness
6. Lack of management training
7. Isolation of employees
8. Difficulties of monitoring performance
9. Perception that employees not working
10. Difficulties in building relationships

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Telecommuting Survey

Employee Costs

- 41% of state agencies pay telecommuting costs for employees
 - 56% pay for all employees
 - 13% pay for some employees
 - 30% share costs with employees
- 59% of state agencies do not pay telecommuting costs for employees

Telecommuting Survey

Supplies and Equipment

- Most frequently covered costs
 - 75% computer equipment
 - 70% internet access
 - 58% cell phones
 - 58% office supplies
 - 50% routers or modems
 - 37% phone lines
 - 37% fax machines

Telecommuting Survey

Productivity Measures

- 80% output work product
- 78% meeting goals and objectives
- 73% meeting timelines for projects
- 33% other
- 7% computer usage

Telecommuting Survey

Continuity of Operations

- 70% of state agencies currently use telecommuting for COOP plans
- 18% of state agencies are updating COOP plans to include telecommuting
- Ranked 9th in list of benefits realized from telework



Telecommuting

Employee Transportation Incentives

- Commuter Choice
- Vanpools
- Ride Finders



Telecommuting

Additional Information

- IBM *Commonwealth of Virginia Telework Initiative* dated July 21, 2006
- Telecommuting Survey
- Communications