



Making Telework “Work” for You

Best Practices for
Telework

*Presented by
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Agenda

Why telework?

Eligibility

How to Ask your Supervisor

Tips to Make Telework a
Success



The Future of Work

33.7 million Americans telework

42% of US organizations say they offer telework

Telework is emerging as a standard business strategy for a large number of organizations

Email Questions to:

WkshpMakingTeleworkWork@mail.nih.gov



1 in **10**

federal workers



telecommute



30%

Of federal employees
would telework if
barriers were removed

Are you Eligible to Telework?

Position

- Does not involve daily, direct handling of secure materials
- Work is portable and does not have to be handled on-site
- Does not require close supervision or frequent guidance from a supervisor
- Does not require daily face-to-face interaction with co-workers and/or customers
- Relies on information technology and connectivity
- Generate work results that can be measured and/or evaluated

Are you Eligible to Telework?

Employee

- Completed the mandatory telework training
- Fully successful performance record
- New to the position but has sufficient employment history for supervisor to allow participation in the telework program

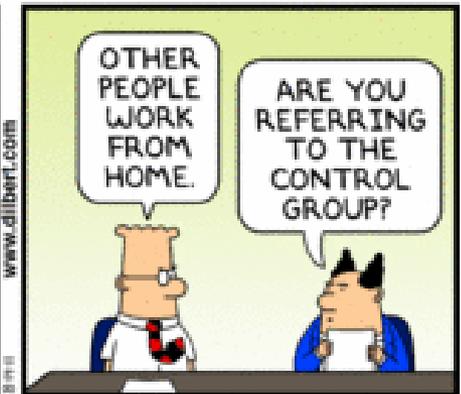
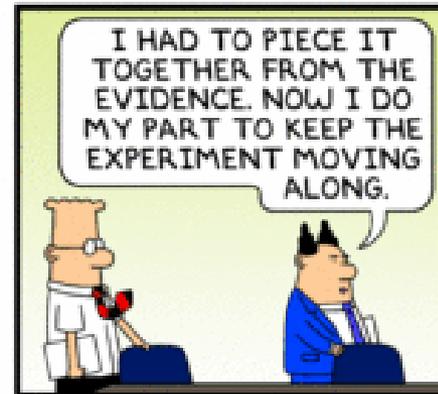
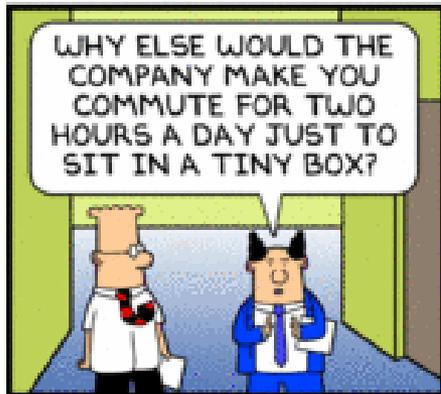
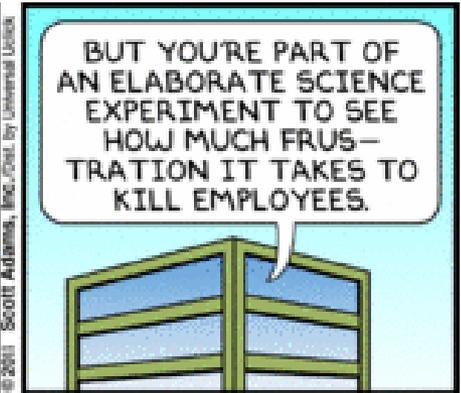
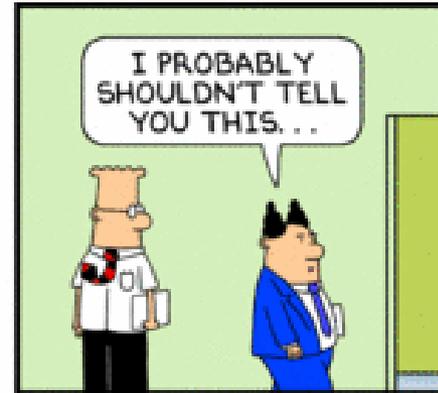
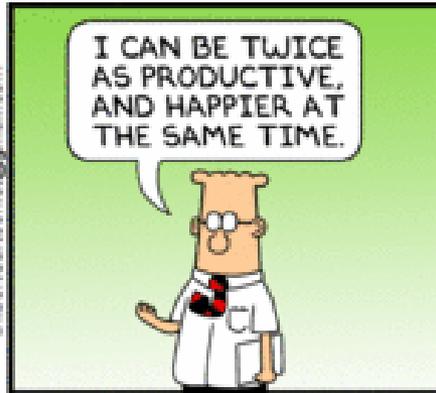
Are you Eligible to Telework?

Ineligible

- Disciplined for being AWOL for more than 5 days in any calendar year period*
- Issued a Performance Improvement Plan (PIP)
- Disciplined for viewing, downloading, or exchanging sexual explicit material/pornography*
- Received “official disciplinary action”

**Mandatory requirement under the Telework Enhancement Act of 2010*

You're eligible....now, how do you start the conversation?



Define what you want

**Regular or Ad hoc
telework?**

**From home or telework
center?**

**Design it as an
experiment**

**Include a trial period and
establish protocols**

Ask for Team input and support

Peers and direct reports will be impacted.

You need everyone's support for the new arrangement to be successful.

**Highlight the benefits for
the organization**

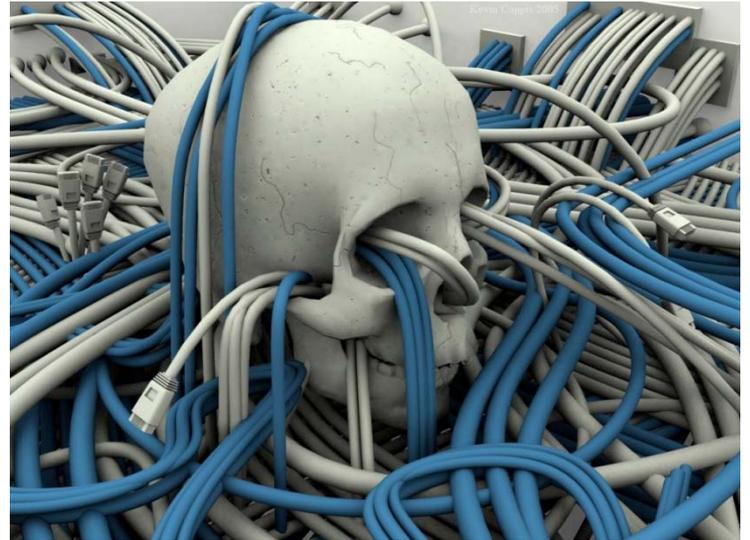
Enhanced productivity

**Employee/Knowledge
Retention**

Tips to make Telework a Success

Confirm telework tools are set up

It is important to make sure your telework tools are fully functional.



Stay Connected



Office
Communicator



Email



Outlook
Calendar



Phone



SharePoint



Adobe Connect



Yammer

Prioritize and maximize your time

- **Maintain a good balance**
- **Set your parameters**



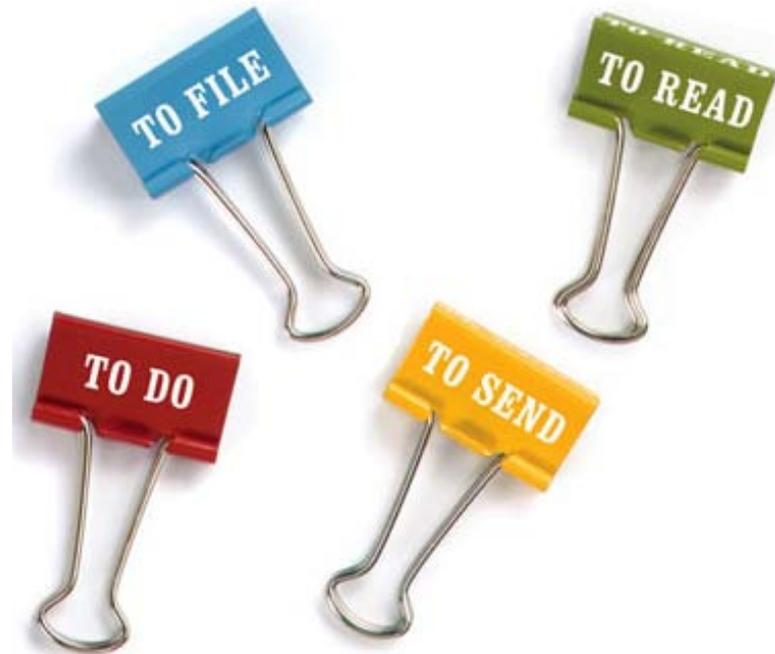
Communicate deliberately

**Understand how and
when to communicate
with the office and
your boss**



Be organized

**Organize your time
around your telework
schedule.**



Does Enhancing Work-Time Control and Flexibility Reduce Turnover? A Naturally Occurring Experiment

Phyllis Moen, *University of Minnesota*

Erin L. Kelly, *University of Minnesota*

Rachelle Hill, *University of Minnesota*

We investigate the turnover effects of an organizational innovation (BOWE)—Results Only Work Environment, aimed at moving away from standard time practices to focus on results rather than time spent at work. To model rates of turnover, we draw on survey data from a sample of employees at a corporate headquarters (N = 77) and institutional records of turnover over eight months following the BOWE implementation. We find the risks of turnover are indeed lower for employees participating in the BOWE initiative, which offers employees greater work-time control and flexibility, and that this is the case regardless of employee gender, age, or family life stage. BOWE also moderates the turnover effects of organizational issues and negative home-to-work spillover, physical symptoms, and job insecurity with those in BOWE who report these situations generally less likely to leave the organization. Additionally, BOWE reduces turnover intentions among those remaining with the corporation. This research moves the “spying out” argument from one of precise trouble to an issue of greater employee work-time control and flexibility by showing that an organizational policy initiative can reduce turnover. *Keywords:* turnover, spying out, work-time control, flexibility, organizational change.

Write a paper



Catch up on reading

The screenshot shows the NIH Learning Portal interface. At the top, there are navigation tabs: Home, Learning, Competencies, Collaboration, My Learning Plan, Reports, and My Profile. Below the tabs, there are two main content areas:

- Announcements for NIH Staff:** A message asking users to contact the NIH LMS Team at LMSsupport@mail.nih.gov with questions about the LMS. It includes LMS highlights such as the availability of a [LMS Learner User Guide](#) and [Learner Tip Sheets](#).
- NIH Quicklinks:** A section titled "IMPORTANT: USE THESE QUICKLINKS ONLY ONCE TO REGISTER FOR A COURSE." It lists several courses: [NIH Fleet Drivers' Overview and Training](#), [The NoFAR Act](#), [NIH Environmental Management System \(NEMS\) Awareness Training](#), and [Sexual Harassment Prevention for Federal Employees](#).

At the bottom, there is a section for "Announcements" with a welcome message and instructions for Mac and PC users.

Mandatory Training

Maintain good telework etiquette

Familiarize with best telework practices during meetings, at home, and with supervisors.



Getting Started

NIH Telework Policy/Agreement



NIH Information Technology – Rules of Behavior



Quick Guide To Information For Inclement Weather/Emergency Dismissals





The Children's Inn at NIH

The
Children's Inn
at NIH

BDG. 62



References



Work is what
you do...not
where you do it!

Telework

<http://telework.od.nih.gov>



The screenshots show the following content:

- Telework Resources:** NIH Policy Materials, NIH Telework and Remote Access Policy.
- Telework Training:** NIH Training, NIH Seminar Style Telework Training. Managers would you like to feel more empowered to implement a successful telework program in your office? Then make the Advancing Your Telework knowledge and Skills training class for Managers the right choice for your Enrol in this class today and get a renewed perspective on how to:
- NIH Application and Agreement:** NIH Telework Policy, NIH Telework Application. Includes links for NIH Telework Agreement, Alternate Institute & Status Evaluation, and Laidoff Coverage for Teleworkers.

*For specific Institute telework implementation guidance, please contact your **IC Telework Coordinator***

Email Questions to:
WkshpMakingTeleworkWork@mail.nih.gov



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