



OFFICE PROCEDURES

TELEWORK

TELEWORKING / TELECOMMUTING DEFINED

Telecommuting:


working at home for all or part of the workweek rather than going to the office

Teleworking:

a broader term referring to the use of telecommunications to work from home, from a client's office, from the field, etc.




TELECOMMUTING: ADVANTAGES TO THE WORKER

- **Fewer distractions from co-workers and others**
 - Resulting in greater productivity
 - **More flexibility in organizing daily tasks**
 - Flexibility of work times and work style
 - **Savings in time, commuting and costs**
 - Time spent on commuting could be spent working
 - No hassles with traffic
 - No costs for fuel and parking
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TELECOMMUTING: ADVANTAGES TO THE WORKER...

- **Higher job satisfaction**
 - Freedom to do it “my way”
- **Opportunity to keep one’s job despite moving to another part of the country**
- **Personal income tax incentive**
 - A portion of the home-related costs can be used as a personal income tax deduction


TELECOMMUTING: *DIS*ADVANTAGES TO THE WORKER

- **Isolation and lack of socialization**
 - **Lack of separation between home and work**
 - **More distractions from family**
 - **Potential for excessive work hours**
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TELECOMMUTING: *DIS*ADVANTAGES TO THE WORKER...

- **Less awareness of changes in the company**
 - **Out of sight, out of mind – the fear that management has forgotten about me**
 - **Potential for increased costs for having to acquire your own equipment / supplies**
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SUCCESS QUALITIES OF A SUCCESSFUL TELEWORKER

- **To be successful as a teleworker, you must be able to say “yes” to each of these questions:**
 - **Do you have the maturity, self-discipline, and the ability to work with little supervision?**
 - **Are you flexible?**
 - **Do you have appropriate knowledge of technology (both software and hardware)?**
 - **Are you consistent and productive?**
 - **Do you have organized work habits?**
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