

1. Implementing telepresence seems to have other, less tangible advantages beyond travel cost savings. What are some of those advantages? Reducing the carbon footprint could be an advantage for most companies. A benefit to the worker would be less stress dealing with traffic. Also, it has been proven that worker's productivity goes up when they telecommute.

How do you quantify them to make the case for investing in the technology?

The employee stress factor can be measured by the number of sick days an employee takes.

Reduction in the carbon footprint can be quantified by calculating the mileage that the worker would travel to and from work tied in to the fuel consumption.

Productivity can be measured by the number of assignments the worker completes in a week.

Provide at least two fully developed examples.

Ex. Sally Jones commutes 50 miles to work. She is a computer programmer who completes each task on time. When Sally started to telecommute not only did she complete her assignments but she was able to come up with new ideas to help her company.

2. DLA Piper, MetLife, and other companies featured in the case are very optimistic about the technology. However, other than its cost, what are some potential disadvantages of implementing telepresence in organizations?
 1. Technology limitations – meeting software can sometimes fall short and drop connections.
 2. Security Concerns – Company data has to be protected.
3. What are the hardware and software necessary for telecommuting?

People who telework should have a network with a firewall, and they should have antivirus and online privacy software. A computer is needed with proper storage capacity and memory. A remote agent client like Go To Meeting or Webex, and a camera.

What are the policies that need to be in place to support telecommuting?

Days and hours the employee is expected to be working in the department

- Hours the employee is expected to be working and reachable at the telecommuting site
- Methods of contact (such as dedicated phone line, voice mail, modem, fax, beeper, etc.)
- Times and frequency of contact (in both directions)
- Who owns and maintains required equipment and supplies
- Who pays for on-going expenses, such as phone lines
- A statement that the employee agrees to maintain a safe work environment¹

Provide three resources that outline best practices for telecommuting.

1. <https://www.helioshr.com/2013/11/best-practices-to-consider-when-implementing-a-telecommuting-program/>

2. <https://trainingindustry.com/articles/performance-management/best-practices-for-managing->

¹ <https://hr.berkeley.edu/policies/policies-procedures/university/telecommuting/guidelines>

[a-telecommuting-team/](#)

3. <https://blog.hubspot.com/marketing/telecommuting>

10. Review <https://www.telework.gov/> - which federal agencies are supporting telework?
Access Board Employee , Agency for International Development, Appraisal Subcommittee of the Federal Financial Institutions Examination Council, Court Services and Offender Supervision Agency, Department of Education, Department of Homeland Security, Department of Justice, Department of the Treasury , Federal Deposit Insurance Corporation, Federal Mediation and Conciliation Service , General Services Administration, Institute of Museum and Library , Marine Mammal Commission, Millennium Challenge Corporation, National Aeronautics and Space Administration , National Council on Disability Transit , National Labor Relations Board, Occupational Safety and Health Review Commission
Commuting
, Patent and Trademark Office , Securities and Exchange Commission, Social Security Administration , U.S. Commission on Civil Rights

Which are not?

Department of Education, Department of Health and Human Services, Internal Revenue Service, Department of the State, Department of Commerce, Department of Labor, Department of Transportation

What are the restrictions on teleworking?

1. location 2. number of telecommuting work days


Using <https://www.usajobs.gov/> provide three jobs that offer full-time teleworking.

There was no filter for Telework. Everytime I enter it in the search box, it came back with an error.

Identify the position/title, agency, and a brief summary of the scope of work (7 pts)



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