

PROJECT TOOL: Telecommuting

Telecommuting allows employees to reduce their commute by performing all or some of their work away from their normal place of business. While telecommuting, employees may work from home or a satellite office. Telecommuters reduce vehicle miles traveled and mobile source emissions, while improving air quality.

Benefits

- Telecommuters take fewer trips to and from the workplace, reducing the number of vehicles on the road.
- Workplaces have reported increased productivity and lower turnover as a result of working in a quiet environment with minimal interruptions and have an increased ability to focus on specific work tasks. (Source: Telecommute Connecticut)
- Employees experience less stress caused by commuting, such as physical discomfort, air pollution, fuel costs, and vehicle maintenance.
- When offered as an employee benefit, telecommuting can help employers with recruitment and retention.
- Telecommuting employees can continue to work at home with minor ailments that might otherwise result in loss of work time and potential spread of illness around the office.
- Employers benefit from continued operation despite any weather conditions that may keep employees away from the office.
- Employers can reduce overhead costs such as office expansion and additional parking spaces as their workforce expand.

Get Started

- Establish a written policy, including a signed agreement between employer and employee clearly outlining the rules, guidelines and requirements for participation. Work schedules may need to be coordinated to ensure adequate department and office coverage.
- Provide training for managers and employees to assist with managing productivity and maintaining communications with management, co-workers and customers while telecommuting.
- Provide financial incentives to employees to set-up home offices.
- Provide the capability for employees to access employer networks from remote locations while telecommuting.
- Encourage participation through e-mail notification and newsletters. Educate employers and employees on the health and environmental benefits of reducing mobile source emissions.

*Please visit our Model Ordinances webpage for example policies.
<http://www.scdhec.gov/environment/baq/ModelOrdinances>*

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