

CITY OF LOS ANGELES TELECOMMUTING PROGRAM

The results of some jobs are better measured in output rather than in time spent in the office. In some cases, it is easier to "move the work to the worker instead of moving the worker to the work." In very simple terms, **telecommuting** means working at home. In many cases, employees use home computers, modems, and other technological equipment, but in other situations, all that is necessary is a desk and a quiet place to work.

TELECOMMUTING IS A MANAGEMENT OPTION, NOT AN EMPLOYEE ENTITLEMENT.

Steps to Telecommuting

Step 1: Determine if you *should* telecommute. Anticipate how the switch to telecommuting will impact the following:

- Your ability to accomplish your assignments;
- Your acceptance in the work group;
- Your career opportunities;
- Your financial situation;
- Your job satisfaction;
- Your quality of life and work-life; and
- Your relationships at home.

If you feel that telecommuting will bring you a net benefit, then proceed to Step 2.

Step 2: Develop a plan for telecommuting. Your immediate supervisor and higher-level managers are likely to be concerned about the following:

- Why will you telecommute?
- What advantages will this working style offer you?
- Where will you work when telecommuting?
- Which day or days of the week will you telecommute?
- What hours will you work as a telecommuter?
- If your office needs to reach you, what agreed-to times can they do so?
- What materials and resources will you need at your off-site workplace?
- Are you the type of person who can work independently and without much supervision?

Work out the answers to these and other questions, and you should be more successful in convincing your boss and others who may be skeptical.

Step 3: Talk to your supervisor and fill out City of Los Angeles Telecommuting Application. To help your supervisor understand that telecommuting is a proven, practical approach to working, use the information provided here along with the City of Los Angeles Telecommuting Application. In addition, the Employee Benefits Office has a "Win-Win Telecommuting Agreement" form that must be completed. Remember that telecommuting must always be voluntary for both the telecommuter and his/her supervisor(s). Either may elect to discontinue the telecommuting with adequate prior notice.

Step 4: Set up a proper telecommuting workplace. Whether you work at home or at a nearby telecommuting business center, your office-away-from-the-office must meet certain minimum standards to help you work efficiently, effectively, and comfortably.

For more information about telecommuting or to obtain a City of Los Angeles Telecommuting Application, please call the Commute Options & Parking Section at (213) 978-1655.