



# Explore your options: Telework & Flexible Work Arrangements

This resource guide is designed to guide you through exploring, promoting and implementing telework or flexible work arrangement programs at your worksite.

## Implement, Create or Reinvigorate a Telework Policy

- Step 1:** Determine whether a current policy exists (if informal, work towards formalizing it)
- Step 2:** Seek senior management support and approval (showcase benefits and case studies)
- Step 3:** Work with your Human Resources department for implementation
- Step 4:** Promote the policy & procedures to employees via emails, intranet, all-staff meetings and ensure it's explained in new-hire packages
- Step 5:** Determine how to measure success and report back to senior management and stakeholders

Visit [www.SmartCommute.ca/more-options/telework](http://www.SmartCommute.ca/more-options/telework) for case study examples.

## Rethink Meetings

Promote the use of teleconferencing/videoconferencing to host meetings. Having the software in place to support remote meetings can help reduce business travel. Ensure staff are aware of any software in place and have the proper training on how to use it.

Some examples of teleconferencing software include Microsoft Lync, GoToMeeting, Citrix, and UberConference.

## Flex Time

Try allowing staff, where applicable, to shift their start and end times to avoid peak periods of congestion. Instead of a 9 a.m. – 5 p.m. shift perhaps consider allowing a 7 a.m. – 3 p.m. shift.

## Compressed Work Weeks

Try implementing a policy that allows staff to work extended hours to reduce their work week from 5 to 4 days.

For example, an employer could change the work schedule from 5 days per week and 8 hours a day to 4 days per week and 10 hours per day. Compressed work weeks can assist in cutting commuting by 20%.

For more information, see:

[www.SmartCommute.ca/more-options/work-arrangements/](http://www.SmartCommute.ca/more-options/work-arrangements/)

## Proximity Commuting

If you are a workplace with multiple locations, encourage and allow staff to work from the office location closest to their home.

## DID YOU KNOW?

*In order to ensure business continuity during the 2013 Calgary flooding, the City of Calgary fully executed a telework plan. Not only were they successfully able to keep business moving, but they also saw a 43% increase in emails sent and 33% increase in emails received.*



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