

Benefits of Teleworking

The benefits of a telework program are widespread. According to the International Telework Association and Council, teleworking can on average:

- **decrease turnover** by 20 percent
- **increase productivity** by 22 percent
- **reduce absenteeism** by 60 percent

It can also:

- **enable employees to work any time, anywhere.** With specific software and equipment in place, teleworkers have the flexibility to set their own schedules as approved by company management.
- **encourage supervisors to manage by results.** Some managers find it difficult to supervise without face-to-face contact. Telework agreements force managers to clarify their expectations. This clarity of expectations is often an improvement over management's existing communication style that leads to increased employee performance.
- **reduce real estate costs.** When staff teleworks 2 or 3 days a week, the company gains several opportunities for using the empty office space including desk sharing, hoteling, etc. The company can therefore feel free to grow without the need for additional real estate, and the demand for parking space is also reduced.
- **lower recruitment and retention costs.** Companies today seek to have the best staff and lowest turnover rate. Determining what employees want and giving it to them whenever possible is what creates happy employees. Surprisingly, this doesn't always necessitate a pay increase. Most employees look for a challenging, interesting, supportive and flexible work environment. So companies who offer a telework program have a competitive edge over those who do not.



- **help employees with disabilities.** Some workers cannot physically drive and would have to find alternate transportation arrangements. Telework alleviates the need for transportation, which helps those who are unable to drive to be independent, boosting their morale.
- **maintain business operations.** Severe traffic, extreme weather and other conditions that could otherwise prevent or detain employees from getting to work often won't disrupt teleworking. In this way, telework maintains business continuity.
- **lower personal expenses for employees.** Employees who telework reduce their transportation, dining out, clothing, dry cleaning and other personal work-related expenses.
- **decrease training costs.** A telework program offers employees a flexible workplace, which often leads to heightened employee retention. And with this reduced employee turnover, companies have fewer new employees to train.
- **decrease relocation expenses.** Allowing employees to combine telework and business travel can cost a company significantly less than relocating staff.
- **improve quality of life.** Having the option to telework reduces stress for your employees. Workers who don't have to face heavy traffic or long commutes have less stress, are more focused on work, and have more free time to spend with their families.
- **help the environment.** Fewer cars on the highways means reduced auto emissions. Companies can be perceived as "good neighbors" by offering a telework program.