

## Telework Costs and Savings

As you add up the start-up costs of your telework program, it is important to remember the long-term benefits the program will provide your company. Cost savings and productivity increases will most likely repay your initial investment, and continue to save the company more money in the future.



### Determine Start-Up Costs

Costs associated with a telework program start-up will vary according to organizational goals and objectives. Assessing your company's existing technology and equipment will help determine your initial start-up expenditures. The following items should be considered:

- Computer equipment — Is it employer issued, or will employees need to provide their own equipment?
- Accessory equipment — Will an employee need a phone, printer, fax machine, webcam, scanner, etc. to complete work tasks?
- Information Technology — Software, e-mail system, server needs, security precautions, etc.
- Training — While there is free training available online, a company may want to invest in on-site training for employees and managers.
- Labor associated with program set-up — Configuration of systems to ensure that telework is seamless for both internal and external customers, review of computer/software requirements, notification to participants/employees, HR revisions to employee manuals, development of policy and procedures associated with the telework program, etc.

### Savings and Other Benefits

Like costs, these will vary, and may include:

- Real estate costs — Preventing the increased rent that accompanies a need for more space, or reducing a company's rent by decreasing its need for space.
- Overhead costs related to office space, equipment.
- Increased productivity will impact the need to hire additional employees.
- Lower employee turnover.
- Increased morale may result in heightened productivity levels.