Telework Pilot Project

Washington State Telework Pilot Project

The Washington State Legislature has provided a $150,000 one-time grant out of the multimodal transportation account for a telework pilot project to be developed, administered, and monitored by the Kitsap Regional Coordinating Council.

From the Legislature …

The primary purposes of the pilot project are to educate employers about telecommuting, develop telework policies and resources for employers, and reduce traffic congestion by encouraging teleworking in the workplace. As part of the pilot project, the council shall recruit public and private sector employer participants throughout the county, identify telework sites, develop an employer's toolkit consisting of teleworking resources, and create a telecommuting template that may be applied in other communities. The council shall submit to the legislature by July 1, 2009, a summary of the program results and any recommendations for future telework strategies."

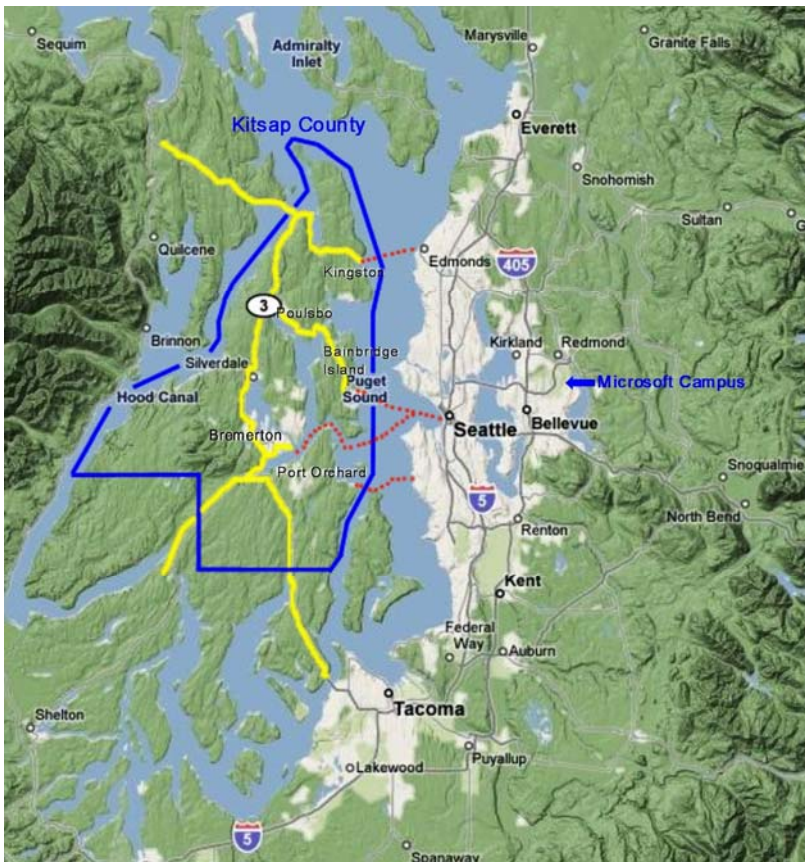
Washington State Department of Transportation

Washington State Commute Trip Reduction

Kitsap Regional Coordinating Council

Telework Pilot Project

Kitsap County, located on the Westside of Puget Sound, is a member of the Puget Sound Regional Council (PSRC) and has its own council of governments, the Kitsap Regional Coordinating Council.



Kitsap County

Population: 244,800
Workforce: 123,790

Workers in Kitsap County often commute significant distances to work. The distance from downtown Poulsbo to downtown Bremerton, (20 miles one-way), is greater than the commute from downtown Edmonds to downtown Seattle (18 miles one-way).

Approximately 25% of Kitsap County's workforce commutes to work by ferry.

Kitsap County is ready for telework: High-speed internet penetration is 100%. Kitsap Public Utilities District has installed 120+ mile fiber-optic backbone.

Telework Pilot Project

What is telework?

Telework is one of several flexible work arrangements in which an employee replaces the daily commute to a central office by working at another appropriate location, such as:

- The employee's home
- A client's office
- A telework center
- A coffee shop with Wi-Fi connection
- An airport or transit terminal
- On public transportation
- A hotel

Telework arrangements vary by employee and employer:

- **Occasionally:** *such as when the employee needs a quite place to work without office distractions*
- **Temporarily:** *such as in an emergency or when recovering from an illness*
- **Emergencies:** *as part of a continuity of operations/disaster recovery plan*
- **Regular part-time:** *1-2 days a week (the most common arrangement)*
- **Regular full-time:** *employees who work remotely all the time, and only visit the central worksite for meetings or other special occasions*
- **Mobile or field workers:** *Increasingly, there are employees that take their office with them; seldom needing to return to the central office*
- **Working overseas assignments:** *Employees assigned overseas tasks may not need an overseas office – just the right equipment*

Teleworking may be paired with flextime, hot-desking, or hoteling:

- **Flextime:** *working flexible or varied work schedules, such as 10 hours a day, 4 days a week*
- **Hot-Desking:** *employees can share workspace (desks & equipment) because they don't work the same schedule*
- **Hoteling:** *similar to hot-desking, but means that employees reserve an office space for the days or times when they need to be in the office, much the same as they would reserve a hotel room*

All of these work arrangements have the potential to reduce peak-hour traffic congestion and save on office space.

What are the benefits of telework?

Telework Pilot Project

For the public:

- Reduced congestion on the roads
  - Reduced demand for road infrastructure
  - Highway construction easier & faster when there are fewer cars
  - Easier & safer commutes for those who must do so
- Reduced carbon emissions
  - Good for the planet & and healthier for all of us
  - Economic development benefit, particularly for smaller communities

For employers:

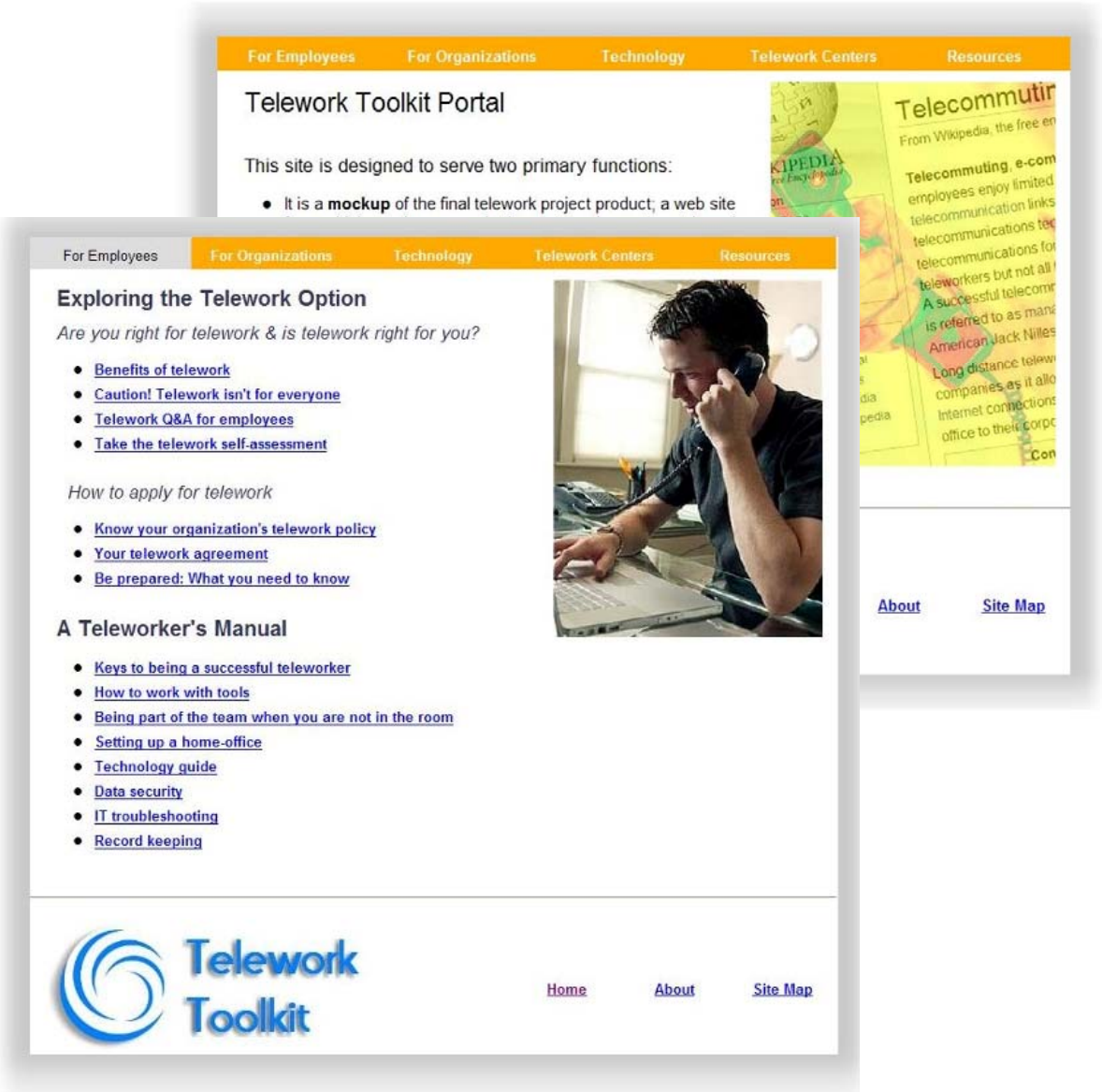
- Improved employee retention
- Easier to recruit top talent
- A more mobile technologically savvy workforce
- Improved productivity
- Applies toward WA State's commute-trip reduction goals
- Possible savings on real estate costs, energy, & parking
- Part of a disaster recovery / continuity of operations strategy
- Continued operations during weather emergencies
- Better health: sick employees don't have to come into the office / less stress
- Reduced absenteeism
- Superior corporate citizenship

For employees:

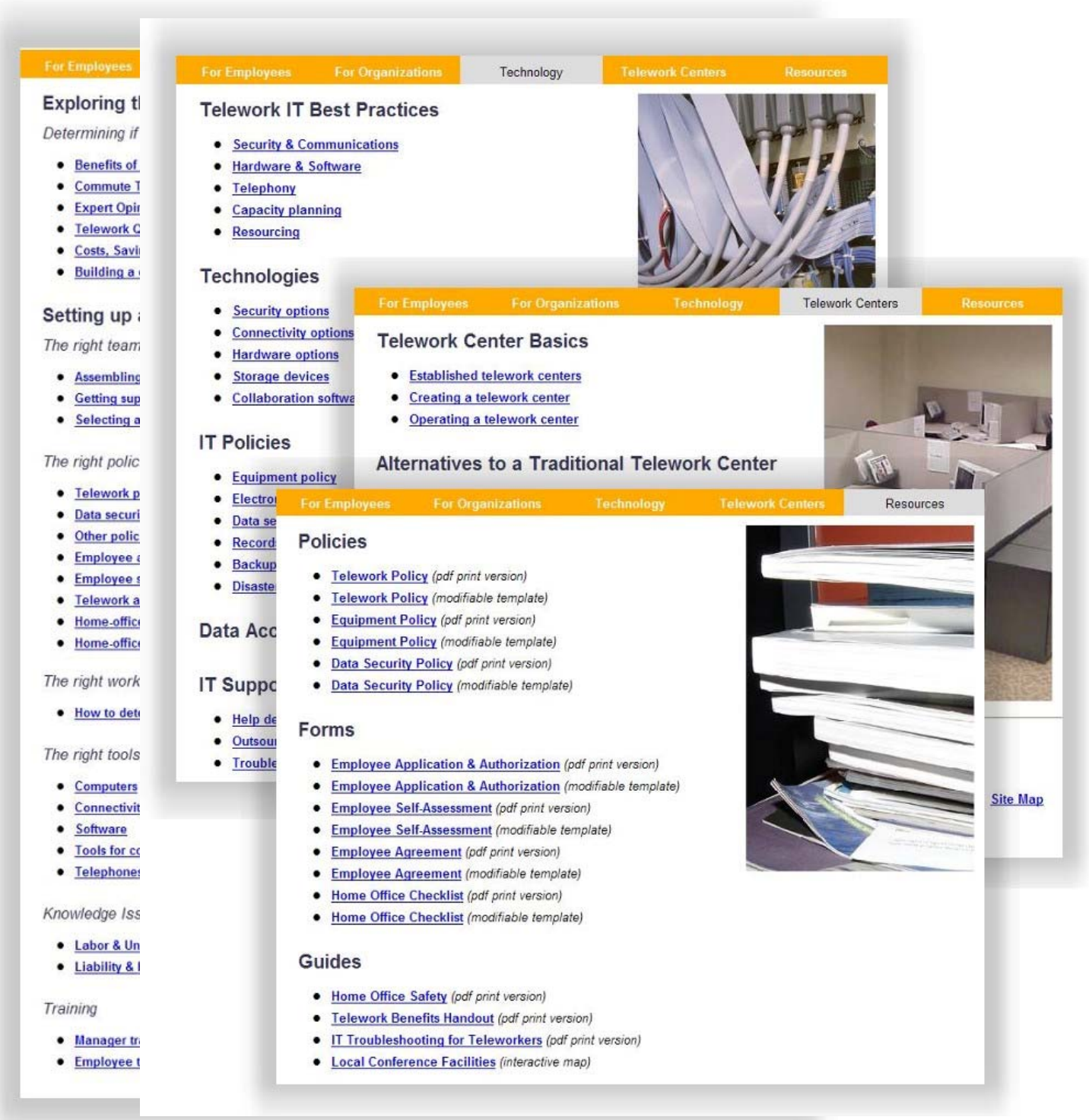
- Time saved when not having to commute
- Reduced stress when not having to commute
- Greater schedule flexibility
- More time with the family
- Feelings of recognition and trust by employer
- Fewer interruptions during the day
- Reduced transportation cost
- Allows individuals in rural communities access to better paying jobs
- Improved morale

Telework Pilot Project

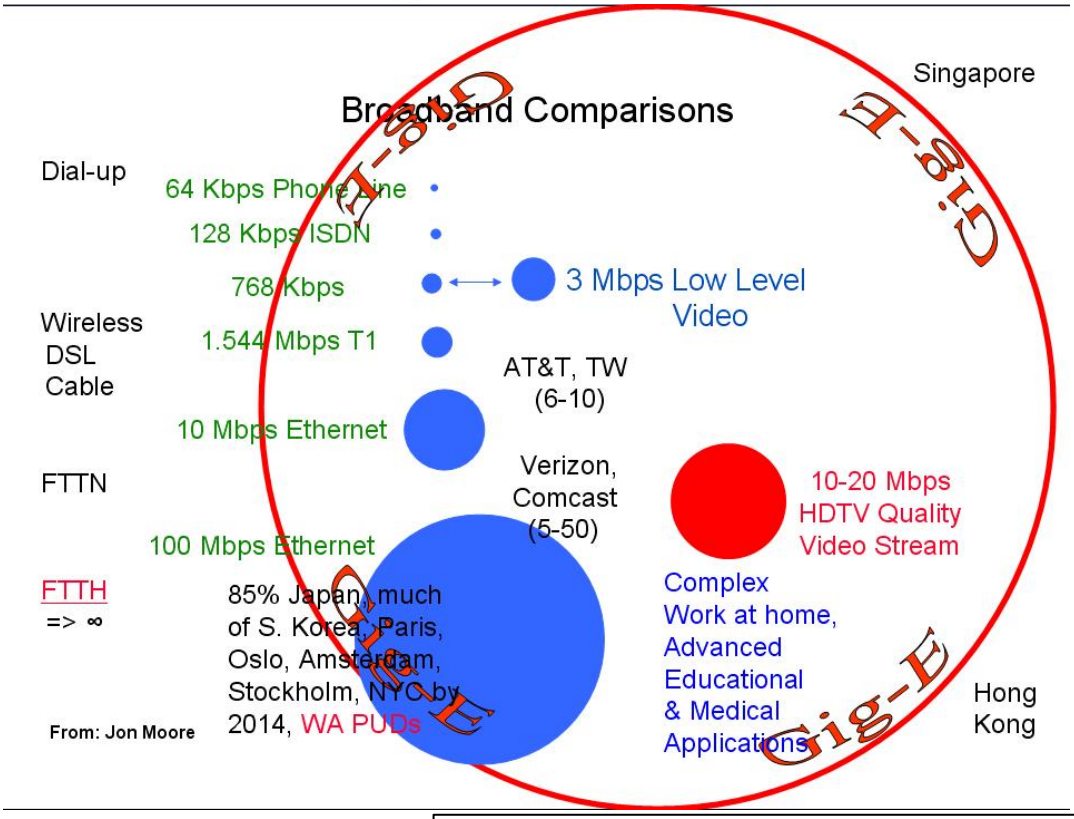
The main deliverable is the Telework Toolkit – a website that contains all the information and tools needed to develop and operate a telework program.



Telework
Pilot Project



Telework Pilot Project



Source:

Jim Baller
The Baller Herbst Law Group
(202) 833-1144
www.baller.com

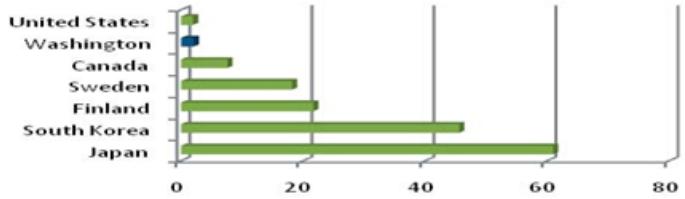
Washington Internet Speed Test

Location	Median Download Speed (megabits per second)
Japan	61.00
South Korea	45.60
Finland	21.70
Sweden	18.20
Canada	7.60
Washington	**2.18**
United States	**1.97**

International data from the Information Technology and Innovation Foundation. U.S. data from speedmatters.org test results. Most test participants had DSL or cable modem connections.

Washington Quick Stats

Median Download Speed
(megabits per second)



The median upload speed in Washington is 362 kbps, about 7 times slower than in Japan.

Kitsap Regional Coordinating Council

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*** *Associate Member*

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www.KitsapRegionalCouncil.org

Telework Pilot Project: Status Report & Update

January 27, 2009

Project Objectives:

- Telework Toolkit ~
  Refined and updated
- More learning about telework ~
  Commute trip miles, costs, time savings
- Bringing Telework to Other Communities ~
  Telework Program Template

Recruitment to date: 16+ Organizations
Small ~ Large
Public, Private, Non-Profit

Refining the Toolkit: Expert Review Process + User input

Schedule:
Recruiting: Through end of January
Pilot participation: February 1 – May 31 (4 months)
Toolkit Refinement: April 1 – June 15
Report Preparation: June 1 – June 30

See the Toolkit: www.TeleworkToolkit.com