



# REMOTE WORK & TELECOMMUTING

## IT HAS NEVER BEEN EASIER TO WORK FROM HOME

With improvements in technology like video conferencing, file sharing, and increased internet bandwidth, it's possible for many workers in Vermont to complete their workdays at home. It is estimated that over half of the U.S. workforce holds a job that is compatible, at least partially with remote work. Remote work offers real benefits for both companies and their employees. It can save money, time, be more efficient – all while offering more flexibility for workers.

### BENEFITS FOR EMPLOYERS

- **Increased Productivity.** Employees are more productive when given the flexibility to choose when and how they work.
- **Reduced Turnover.** Who knew that sending workers home is one of the best ways to keep your best employees working and happy.
- **Increased Savings.** Spend less money on office real estate, furniture, electricity, parking and other overhead costs.
- **Increased Wellness.** Employees who work remote enjoy lower levels of stress and increased work-life balance, which enables them to focus on their jobs better. There is also less lost work time due to sickness during the cold and flu season.

### BENEFITS FOR EMPLOYEES

- **Sustainable Work-Life Balance.** When given flexibility, employees can have the freedom to take care of personal needs easier and structure work around anything that comes up.
- **Time Savings.** Less commuting time means more personal free-time.
- **Fewer Expenses.** Less traveling also means reduced wear and tear on a car, fuel expenses, or cost of public transit.

### SAVINGS TELECOMMUTING JUST HALF TIME

**\$11,000** EMPLOYER SAVINGS  
**\$2,500–\$4,000** EMPLOYEE SAVINGS  
**90+** HOURS SAVED

Source: [www.globalworkplaceanalytics.com/telecommuting-statistics](http://www.globalworkplaceanalytics.com/telecommuting-statistics)

### GOOD FOR VERMONT, GOOD FOR THE PLANET

In short, more people working remotely means less cars on the road. This leads to reduced traffic congestion and parking problems in your town when you do need to hit the road. Fewer cars operating or idling in traffic also means greatly reduced greenhouse gas emissions, which is vital to keeping the Green Mountain state green for generations to come.

### GETTING STARTED FOR SUCCESS



#### WORKSPACE

Set up employees with an at-home office workspace similar to what they would need at the office.



#### TOOLS

Decide on software and hardware to help facilitate collaboration, communication, and file sharing. This could include video conferencing, chat software like Slack, and security software to keep information sharing secure. For file sharing, consider options such as a remote server, cloud-based server, or remote desktop access.



#### INTERNET

High internet bandwidth is required for remote working tools such as video conferencing and remote servers. Both at-home internet and internet at the office affect the speed of file access.



#### PROCEDURES

Develop working procedures and behavior changes that make the remote experience seamless and keep people connected. Create a policy that sets clear guidelines and expectations for both employees and employers.



#### EMPLOYEE HEALTH & CULTURE

While remote work has many productivity and efficiency benefits, one downside is a decreased amount of personal contact and human connection. Plan regular check-ins and encourage healthy and sustainable work behaviors.



#### TELECOMMUTING GOES BEYOND WORK

You can expand the definition of “Telecommuting” to include things like community meetings, board and club meetings, to help reduce the impact of driving. Virtual meetings can also increase access for those unable to attend because of disability or age, and saves everyone the drive time.