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Telework Day – August 3, 2009

What We Saved; What We Learned

September 3, 2009



telework!**va**

 **Telework**
EXCHANGE
Eliminating Gridlock



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- ❖ **Telework Day Snapshot:** 4,267 employees teleworked on Telework Day – 22% of participants never teleworked before Telework Day; 95% of participants located in Virginia
- ❖ **A Day Can Make a Difference:** Telework Day participants realized significant savings – approximately \$124,000 across the United States, and \$113,000 in Virginia
- ❖ **Want a Raise?:** Teleworking one day per week delivers approximately \$2,000 in savings to each teleworker annually
- ❖ **Be the Change:** As Telework Day demonstrated, teleworkers take cars off the road, save energy, and remove pollutants from the air. In one day, participants:
 - Avoided driving more than 155,782 miles
 - Removed 82.77 tons of pollutants from the air
- ❖ **Productivity Impact:** 69% of Virginia Telework Day participants said they accomplished more than on a typical day at the office
- ❖ **Looking Forward:** 91% of Virginia Telework Day participants say they are now more likely to telework in the future

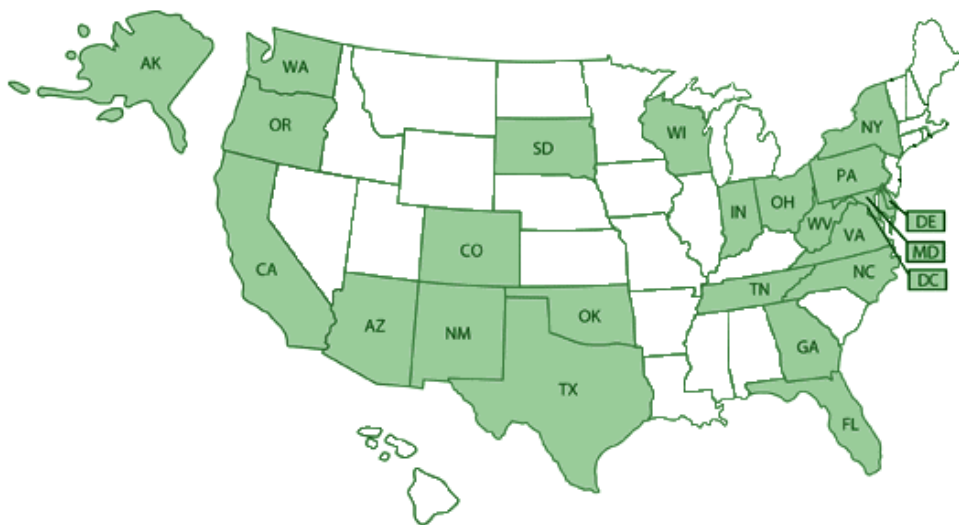
On June 10, 2009, Virginia Governor Timothy Kaine issued an Executive Order to "green" Virginia – calling for a statewide Telework Day.

The Commonwealth of Virginia, Telework!VA, and Telework Exchange encouraged organizations and individuals to telework from home or a remote location on Monday August 3, 2009 – Telework Day.

This report illustrates the impact of a single day, captures feedback from participants, and demonstrates the potential for telework to deliver significant time, environmental, and cost savings.



Telework Day Participants



Participants by State

- ❖ **4,267** employees participated in Telework Day:
 - **22%** of participants never teleworked before Telework Day
 - **25%** of participants previously only teleworked on an ad-hoc basis
- ❖ **95%** of participants located in Virginia
- ❖ **52** organizations pledged

Collective Savings: The Difference a Day Makes

In one day, all participants collectively:

- ❖ Avoided driving 155,782 miles
- ❖ Removed 82.77 tons of pollutants from the air
- ❖ Saved approximately \$124,000 in commuting costs

This translates to a **\$2,000** **annual raise** for every teleworker who teleworks one day per week.

Annual Economic Impact:

If all white collar workers in the United States telework one day per week for a year, they would:

- ❖ Avoid driving 134 billion miles
- ❖ Remove 120 million tons of pollutants from the air
- ❖ Save \$161.5 billion



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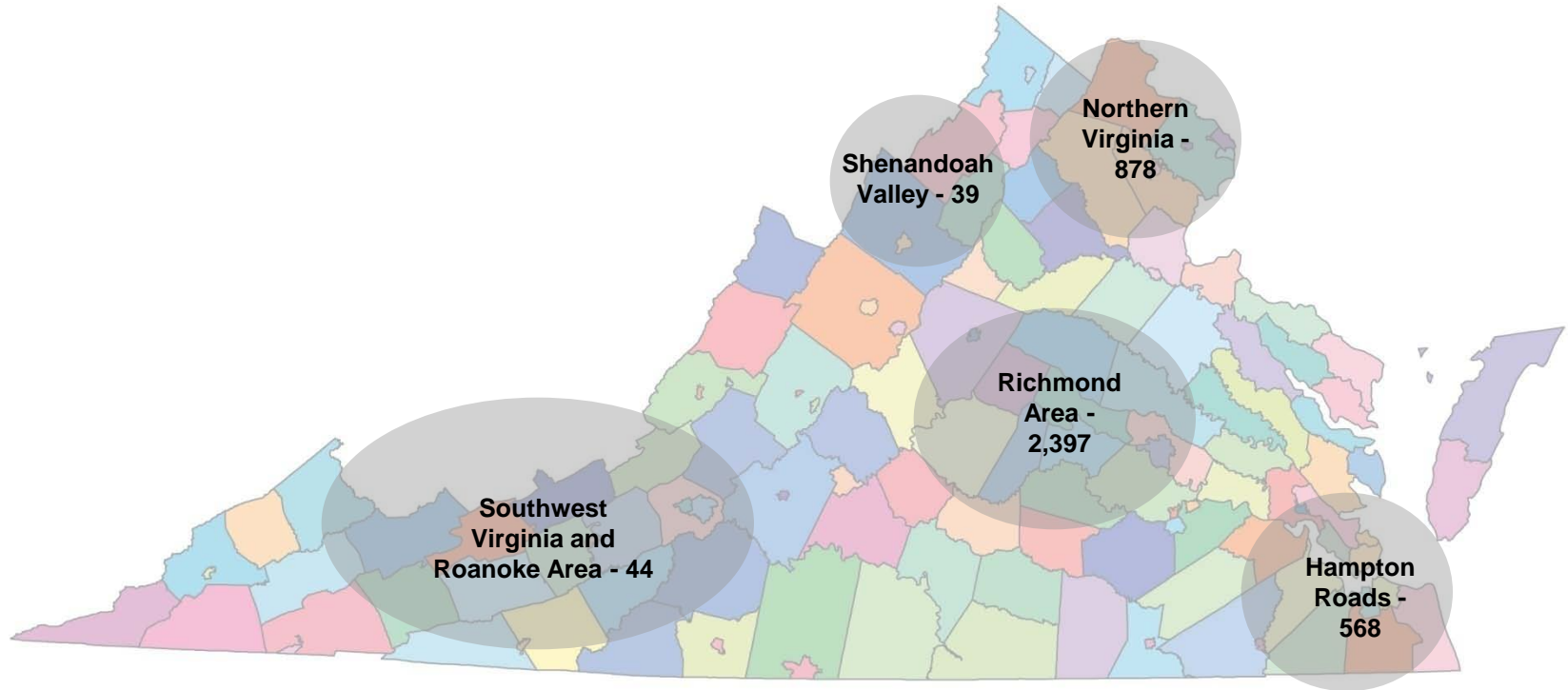
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Across Virginia

Savings and Benefits: Commonwealth of Virginia



4,051 Virginia-Based Telework Day Participants



+ Additional 125 teleworkers from 60 counties; See Appendix A for full listing

Collective Savings: The Difference a Day Makes

In one day, Virginia participants collectively:

- ❖ Avoided driving 140,000 miles
- ❖ Removed 75.89 tons of pollutants from the air
- ❖ Saved \$113,000 in commuting costs

Annual Economic Impact*: If all interested teleworkers with suitable jobs teleworked one day per week (50 weeks per year), in a year, teleworkers in the Commonwealth would collectively:

- ❖ Avoid driving 602 million miles
- ❖ Remove 360,800 tons of pollutants from the air
- ❖ Save \$807 million in commuting costs

Over the course of a year, this translates to a \$1,822 annual raise for every teleworker in Virginia.

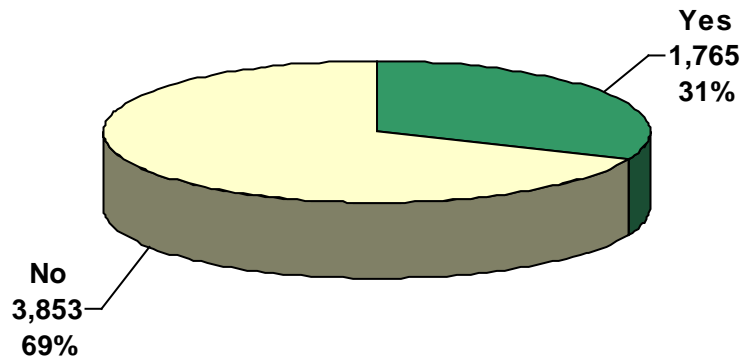
Commonwealth of Virginia employees spend an average of 55 minutes per day commuting, traveling on average 42 miles roundtrip. Teleworking one day per week over the course of a year, an employee gains 46 hours a year.

*Assumes 440,000 potential Virginia teleworkers, 82% of commuters drive alone, and average commute of 33.4 miles: The Department of Rail and Public Transportation (DRPT), 2007 State of the Commute Report



State Employee Participation

Did you telework on August 3, 2009,
"Statewide Telework Day"?

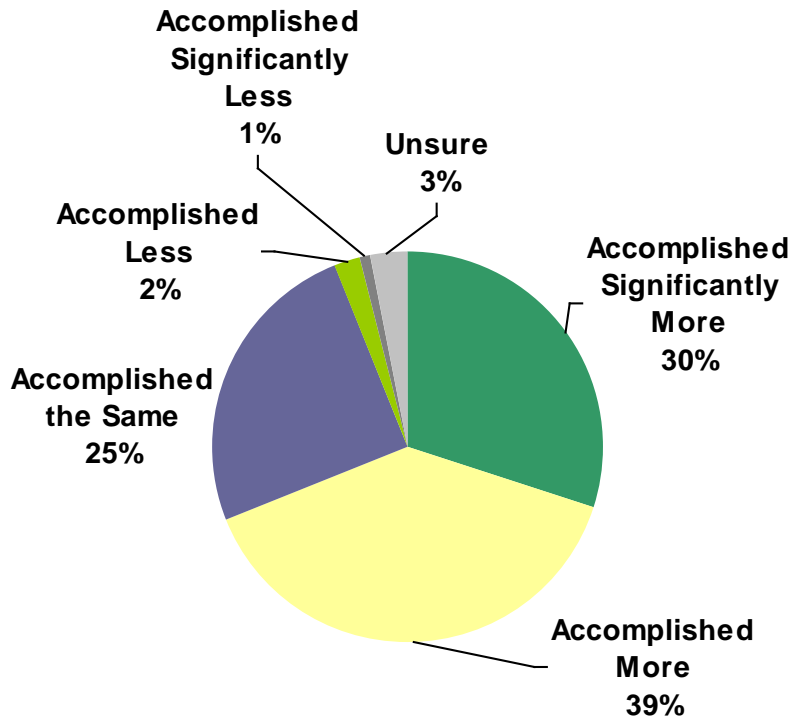


Most state employees who did not telework on August 3 had work that could not be completed out of the office.

- ❖ **1,765** Commonwealth of Virginia employees participated in Telework Day:
 - **19%** of state participants never teleworked before Telework Day, versus **22%** of all participants nationwide
 - **24%** of participants previously only teleworked on an ad-hoc basis, on par with **25%** of nationwide participants



Getting Things Done: Teleworkers Accomplish More



69%

of those who participated in Telework Day reported they accomplished more than they would on a normal day at the office.

The Future Looks Bright

78% of participants encountered no difficulties while teleworking.

91% of participants say they are more likely to telework in the future.





Telework Motivation: Desire to Avoid Commute and Enhance Productivity Top the List of Telework Drivers

Telework Day participants are very likely* to telework again for the following reasons:

Desire to avoid commute time and cost



Significant deadline. Need to focus without interruptions



Business continuity plans



My employer encourages telework



Dependent care



74% say their employers are more open to and encouraging of telework vs. one year ago

*Selected 8, 9, or 10 on a scale of 1-10

Organizations: Work/Life Balance For Employees

What is the biggest benefit in providing telework to your employees?

#1 Work/Life Balance for Employees

#2 Productivity

#3 Recruitment and Retention

#4 Environmental Impact

Lessons Learned

Eye Openers: What surprised you about teleworking on Telework Day?

“I knew that I could work at home, but I didn't realize that my home office environment would increase my productivity significantly.”

“How apparently unprepared the ...wide area network was for handling mass remote access. I normally work at home four days per week under ADA – telecommuting day was really, really slow.”

“I forwarded my office phone and answered e-mails promptly – surprising people at how quickly things were done. And yet I also got e-mails that said, “Oh, you aren't in today, I'll talk to you tomorrow.” I then called people to remind them that telework means teleWORK!”

Best Practices: What is the most important part of successful teleworking?

“The leadership in the agency/business must fully support and encourage it.”

“Ability to connect to everything you normally would be able to if sitting at your desk.”

“Planning my work around teleworking, because there are some work tasks that I cannot do from home (for example, direct consumer services). I make sure that those types of tasks are covered, then schedule a ‘paperwork’ day at home for case management activities.”

“Connectivity to co-workers/clients.”

“Most important is having an environment conducive to working; i.e. quiet surroundings, ability to connect to your network, etc.”

Methodology:

Collected data from all Telework Day participants; Executed a follow-up online survey to capture impressions and lessons learned

Sample:

Savings calculations are based on 4,267 Telework Day participants from around the United States; 4,051 from the Commonwealth of Virginia. Post-Telework Day impressions are based on a survey of participants, 155 responses

Savings Calculations:

Savings are based on Telework Exchange value calculators and the full group of 4,267 participants

Margin of Error:

The post-Telework Day survey has a margin of error of +/- 7.9% at 95% confidence

Telework Supporters

"Telework is a family-friendly, business-friendly public policy that promotes workplace efficiency, reduces strain on transportation infrastructure, and provides an opportunity to 'green' Virginia."

– **Virginia Governor Tim Kaine**

"Teleworking can also increase productivity, typically 10 percent to 40 percent per person in large programs, by eliminating the often distressing and frustrating commute to and from work."

– **Congressman Jim Moran (D-VA)**

*"I want to commend the Telework Exchange, Telework!VA, and Governor Kaine for highlighting the benefits of telework," said **Congressman John P. Sarbanes** of Maryland, author of the Telework Improvements Act of 2009, legislation designed to expand Telework opportunities for Federal Government employees nationwide. "Telework can help mitigate congestion in high-traffic areas such as the National Capital Region – reducing carbon emissions from vehicles and improving the quality of life for all commuters."*

Congressman Rob Wittman marked Telework Day as a time to advocate for increased use of telework centers in the First District and across the National Capitol Region which now includes 14 such facilities sponsored by the General Services Administration. "Telework centers are leading the way for expanding the government's base of operations and removing cars from our already overflowing highways. I'm proud to continue to highlight the importance of these locations."

– **Congressman Rob Wittman (R-VA)**

Thank You to the Telework Day Champions for Their Support



Empowering Business Mobility



Virginia Telework Day Participants: By County

1	Accomack County	5	Fluvanna County	1	Norton City County	3	Waynesboro City County
5	Albemarle County	2	Franklin County	2	Nottoway County	1	Winchester City County
19	Alexandria City County	2	Frederick County	1	Orange County	6	Wise County
2	Alleghany County	4	Fredericksburg City County	2	Petersburg City County	1	Wythe County
1	Amelia County	2	Giles County	1	Pittsylvania County	10	York County
1	Amherst County	3	Gloucester County	1	Poquoson City County		
395	Arlington County	4	Goochland County	4	Portsmouth City County		
11	Augusta County	1	Halifax County	4	Powhatan County		
3	Bedford County	512	Hampton City County	2	Prince Edward County		
2	Botetourt County	24	Hanover County	1	Prince George County		
1	Brunswick County	5	Harrisonburg City County	39	Prince William County		
1	Buchanan County	93	Henrico County	1	Pulaski County		
2	Campbell County	2	Hopewell City County	2	Radford County		
3	Caroline County	3	Isle Of Wight County	1,211	Richmond City County		
1	Charlotte County	4	James City County	14	Roanoke City County		
904	Charlottesville City County	1	King & Queen	5	Rockingham County		
6	Chesapeake City County	2	King William County	2	Russell County		
150	Chesterfield County	1	Lancaster County	3	Salem County		
1	Clarke County	65	Loudoun County	3	Shenandoah County		
3	Colonial Heights City County	4	Louisa County	13	Spotsylvania County		
1	Craig County	5	Lynchburg City County	10	Stafford County		
3	Culpeper County	6	Manassas City County	2	Staunton City County		
1	Cumberland County	3	Middlesex County	4	Suffolk City County		
1	Dickenson County	8	Montgomery County	1	Surry County		
1	Dinwiddie County	2	Nelson County	1	Tazewell County		
354	Fairfax County	4	New Kent County	14	Virginia Beach City County		
2	Falls Church City County	8	Newport News City County	3	Warren County		
4	Fauquier County	18	Norfolk City County	11	Washington County		

4,051 total
participants
in Virginia

Telework Exchange is a public-private partnership that:

- ❖ Builds a virtual telework community
- ❖ Provides the first framework to quantify the value of telework – financial and environmental cost of commuting
- ❖ Generates an information clearinghouse to share best practices and rate teleworking tools
- ❖ Delivers a forum for targeted, audience-specific telework education



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Thank You.

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