

MEMORANDUM

TO: Employer Outreach Committee
FROM: Nicholas Ramfos, Operations Programs Director
SUBJECT: TPB's Travel Demand Management (TDM) Telework Aspirational Initiative
DATE: April 21, 2020

The TPB's Adoption of Resolution R10-2019 on December 19, 2018 acted on recommended project, program and policy ideas that would implement TPB's Aspirational Initiatives identified in Visualize 2045. The resolution directed the TPB's Commuter Connections program staff to:

a. Examine ways in which its existing service applications and programs can be enhanced to integrate the gamification and rewards aspects

b. Develop a process through which TPB member jurisdictions work collaboratively with WMATA to undertake a targeted outreach to employers to increase participation in WMATA's SmartBenefits program.

c. Develop policy templates for small and mid-size employers to adopt and implement FlexTime and Telework programs at their workplaces as a resource for Commuter Connections Employer Outreach program.

This work commenced earlier this fiscal year with the help of a Commuter Connections Telework Work Group through the exchange of information and discussion of possible ideas. The following telework items have been updated on the Commuter Connections website (www.commuterconnections.org) in both the "[Employer](#)" and "[Commuter](#)" sections: <http://www.commuterconnections.org/>

- Tips for teleworking "Do's and Don'ts" for both managers and employees
- Updated listing of coworking centers/shared workspaces/Telework Centers
- An updated and downloadable Telework Poster that employers may use
- Update of a self-help guide for employees seeking to telework or who are looking to become more productive while teleworking
- Update of a virtual tour and overview presentation of telework centers (e.g. Coworking Centers) that describes how these spaces operate
- Added sample program guidelines that can be used to construct a telework program at worksites
- Added a sample "teleworker agreement"
- Added FAQs regarding telework and FAQs regarding Alternative Work Schedules (AWS)
- Added sample program guidelines that can be used to develop an AWS policy at worksites
- Added a sample "program agreement" that can be used by employers for individuals who elect to work alternative schedules
- Added tips for compressed work week "Do's and Don'ts" for both managers and employees.

The Telework and AWS resources are now available to download, review and share with employers through outreach activities by Commuter Connections Employer Services representatives. The timing of releasing this information has assisted employers dealing with the COVID-19 pandemic with regards to continuity of business operations.

Commuter Connections also began running a social media campaign on March 9th through early April to promote the updated telework resources. The ad is running on Facebook and LinkedIn.

When Employees Telework, it's Mutually Beneficial.

Less time and money spent commuting results in better work/life balance, higher morale and productivity. As a guiding force on Telework, Commuter Connections provides free employer assistance to establish or expand telework programs based on your needs. commuterconnections.org 800 745-7433.

