



Telework & Flex-Schedules Toolkit

Why Implement Telework and Flex-Schedules?



Alternate Work Schedules have a number of benefits for employers, employees, the community, and the environment. Alternate Work Schedules may include programs such as voluntary time off, flex-schedules (which allow for 9/80 or 4/10 work weeks), or flexible hours to allow employees to come in and leave either earlier or later. They may also include telework, which allows employees to work offsite, often from home. Employees see these programs as benefits, providing them with greater flexibility, work/life balance, and cost savings from less driving. Employers often see these programs as potential recruitment and retention tools, a new way of doing business, and a way to reduce greenhouse gas emissions for a relatively low cost. With 71% of commuters in San Mateo County driving alone to work, the resulting traffic congestion and increases in greenhouse gas emissions underscore the importance of alternate work schedules.

What is the Telework and Flex-Schedules Toolkit?



The Telework and Flex-Schedules Toolkit is a comprehensive resource of lessons learned and strategies for implementing successful telework and flex-schedule programs. The toolkit addresses flex-schedule options including alternate work weeks, flexible hours, and voluntary time off. The toolkit provides a detailed overview of telework, addressing common misconceptions as well as organizational, environmental, and employee benefits. The toolkit includes a step-by-step guide to launching a pilot program and provides resources for technology, training, and equipment. A series of case studies and sample materials was also developed for the toolkit.

Who is it for?



The toolkit is a resource for other local governments and businesses interested in exploring telework and alternate work schedules. These resources can help agencies and businesses identify what type of program works best for them and consider how they might implement telework and flex-schedules programs.

Funded by the *Connect, Redwood City!* Program

The San Mateo County Transit District received grant funding to pilot implementation of a suite of transportation demand management strategies through the Connect, Redwood City! program. These strategies include car share, short-distance vanpool, telework and flex-schedules for County employees, and marketing of existing and related programs including bike share and transit. The goal of Connect, Redwood City! is to test the ability of these transportation options to change travel habits away from single-occupancy personal vehicle travel, thereby reducing vehicle miles traveled and greenhouse gas emissions. The program received a \$1.5 million grant from the Metropolitan Transportation Commission through its Climate Initiatives Grant Program.

