**Work Schedule Options Implementation Process**

1. Gain management commitment to pilot, implement or expand a telework, flexwork and/or compressed work week program within your organization. Way to Go staff will work with your team to explore your goals and objectives and the potential benefits of various work schedule options.
2. Select one or more program coordinators with decision-making ability to convene an internal steering committee and to serve as the main contacts for the program pilot or process.
3. Form a steering committee to develop the program (generally consists of HR, IT and management). This steering committee serves as vehicle for developing the policies and parameters for a successful work schedule options program.
4. Develop telework policies and a teleworker agreement to clarify employee and employer roles and responsibilities, and the parameters for selection of teleworker jobs, employees, the frequency of teleworking and any other issues regarding the telework arrangement.
5. Conduct a job assessment to determine which jobs are most conducive to telework, flexwork, and/or compressed work weeks.
6. Assess costs and savings to determine any added expenses or costs as a result of program implementation.
7. Ensure technology is in place so each job function will have its technology needs met through remote access, availability of equipment and phone communication.
8. Select teleworkers whose jobs are conducive to telework based on individual criteria such as performance, tenure, grade and work style.
9. Train telemanagers and teleworkers to ensure they have a complete understanding of company policies and what it takes to be successful in managing and conducting remote work.
10. Implement the pilot program to assess impacts such as communication, technology, teamwork, productivity and morale.
11. Evaluate the pilot program by conducting surveys and focus groups.
12. Expand the program as warranted, based upon the results of the pilot. *Call 1-*