**DRCOG/Way to Go**

**Employer Telework Services**

**Scope of Work**

EMPLOYER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

See checked responsibilities below

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| **DRCOG/Way to Go Responsibilities** | **Employer Responsibilities** |
| * Assist with gaining management commitment if necessary
* Assist with selecting a telework coordinator if necessary
* Assist with forming a steering committee if necessary
* Guide the development of program parameters
* Provide guidelines for identifying and selecting jobs and telework candidates
* Assist with developing technology platform
* Train teleworkers and supervisors
* Provide sample materials, case studies and implementation kits
* Assist in the marketing of the telework program
* Provide recommendations on technology and connectivity needs
* Troubleshoot problems and obstacles as they arise though focus groups
* Evaluate the impact of the program by conducting pre and post surveys of Teleworkers and Supervisors
 | * Provide management commitment for the implementation and evaluation of the program
* Designate an employee to oversee the telework project (e.g telework coordinator)
* Create an internal team (Steering Committee) to develop the organization’s telework program (e.g. human resources, information technology, facilities, legal, etc.)
* Agree to provide information to be included in reports published on the DRCOG website (this can be by industry type and not by company name)
* Provide access to the telework coordinator, employees and supervisors for the purposes of program evaluation
* A minimum of ­­\_\_\_ employees teleworking at least four days per month for a minimum of five to six months need to be included in the program
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