**DRCOG/Way to Go**

**Employer Telework Services**

**Scope of Work**

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

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

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

See checked responsibilities below

|  |  |
| --- | --- |
| **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 |