

Telework

- Telework (also known as telecommuting) is a work arrangement in which an employee works away from the office—at home, at a client's office, in a hotel—literally, anywhere.
- In telework, an employee uses various forms of electronic communication, including texting, email, audio and videoconferencing, and online chat.
- Teleworkers access the Internet via smartphones, tablets, laptops, and similar devices to retrieve computer files; log on to software applications; access corporate databases; and communicate with fellow employees, managers, customers, and suppliers.

Factors that have increased the prevalence of telework include

- ☐ Advances in technology that enable people to communicate and access the Internet from almost anywhere.
- ☐ The increasing number of broadband connections in homes and retail location.
- ☐ High levels of traffic congestion.
- ☐ Rising gasoline prices, and
- ☐ Growing concern over the effects of automobile CO2 emissions.
- ☐ Scarce and highly trained workers frequently demand more flexible work arrangements, including flex hours and the ability to occasionally work from home.

Ques type 3

Advantages/disadvantages of teleworking for employees

Advantages:

- 1. People with disabilities who otherwise find public transportation and office accommodations a barrier to work may now be able to join the workforce.
- 2. Teleworkers avoid long, stressful commutes and gain time for additional work or personal activities.
- 3. Telework can reduce the need for employees to take time off to stay home to care for a sick family member.
- 4. Teleworkers have an opportunity to experience an improved work/family balance.
- 5. Telework reduces adhoc work requests and disruptions from fellow workers.

Disadvantages

- Some employees are unable to be **productive** workers away from the office.
- Teleworkers may suffer from **isolation** and may not really feel “**part of the team.**”
- Workers who are out of sight also tend to be out of mind. The contributions of teleworkers may not be fully **recognized and credited.**
- Teleworkers must guard against working too many hours per day because work is always there.
- The cost of the **necessary equipment** and **communication services** can be considerable if the organization does not cover these.

Ques type 4

Advantages/disadvantages of teleworking for organizations

Advantages

- *As more employees telework, there is less need for office and parking space; this can lead to lower costs.
- *Allowing employees to telework can improve morale and reduce turnover.
- *Telework allows for the continuity of business operations in the event of a local or national disaster and supports national pandemic preparedness planning.
- *The opportunity to telework can be seen as an additional perk that can help in recruiting.
- *There may be an actual gain in worker productivity.
- *Telework can decrease an organization's carbon footprint by reducing daily commuting.

Disadvantage

1. Allowing teleworker to access organizational data and systems from remote sites creates potential security issues.
2. Informal, spontaneous meetings become more difficult if not impossible.
3. Managers may have a harder time monitoring the quality and quantity of the work performed by teleworkers, wondering, for instance, if they really “put in a full day.”
4. Increased planning is required by managers to accommodate and include teleworkers.
5. There are additional costs associated with providing equipment, services, and support for people who work away from the office.
6. Telework increases the potential for lost or stolen equipment.