Proposal for Flexible Work Arrangements

**To:** StepStone DSE Leads & Managers

**From:** StepStone DSE Engineers

**Date:** 1/15/2020

Dear Leads & Managers,

Now more than ever, corporations large and small are embracing telework and letting employees periodically work from home. Many factors are driving the movement, including increased employee productivity and decreased turnover, business-continuity concerns, rising real estate and fuel costs, and the company’s environmental image. We look forward to discussing this proposal and exploring how a trial period might demonstrate substantial benefits for our team and a positive impact on the company.

**The Top 3 Benefits**

Source: Global Workplace Analytics

**• Improves employee satisfaction**

* 90% of employees consider telework a job perk.
* 46% of companies that allow telework say it has reduced attrition.
* Two-thirds of employees would take another job to ease the commute.
* Companies find that adding a work from home benefit helps in hiring top performing candidates.

**• Increases productivity**

* Best Buy, British Telecom, Dow Chemical, and many others show that teleworkers are 35-40% more productive.
* Over two-thirds of employer’s report increased productivity among their telecommuters.

**• Saves employers money**

* Nearly six out of ten employers identify cost savings as a significant benefit to telecommuting (at least one day a week).
* Example: Alpine Access Remote Agents close 30% more sales than traditional agents the year before. Customer complaints decreased by 90%. And turnover decreased by 88%.
* Losing a valued employee can cost an employer $10,000 to $30,000.

**The Proposal**

As a team we are requesting a one day per week flexible remote schedule, meaning that each individual team member may select a specific day of their choice to work remotely. This ensures balanced remote and physical attendance.

You may have some concerns regarding accessibility, communication, collaboration and our department image. This proposal attempts to address these potential concerns.

**Collaboration & Communication**

* Team members will continue regular Agile practices (standups etc.) via Teams.
* Team members will use Teams and email as the primary sources of communication and collaboration, utilizing video and screen shares where necessary.
* Team members will not work remotely when essential collaboration meetings are scheduled.
* This policy could be restricted to full-time employees after 3 months tenure to ensure the team member is dependable and self-sufficient to complete their tasks.

**Other departments may show concern**

* Engineering is unique, we typically don’t require physical interaction to complete our tasks. Remote work is highly beneficial to engineers and their productivity.
* Employees should see telework as a benefit that is earned, not given. As an engineering team, we believe we have earned this benefit by consistently producing quality products in a timely manner.

We appreciate your consideration of our proposal, as well as your continued support of making StepStone DSE a great place to work.

Respectfully,

Cassidy Samelian, Gudbrand Schistad, Kevin Craig, Luke Bauer, Matthew Johnson, Mars Cheung, Seth Choi, Sylvia Pericles, Terrance Corley, Tiffany Lin, Tyler Jaquish, Vincent Tierra and John Pierce