



A Tool for the Objective Classification of Telework for State Government

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Group 3

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Our goal:

To develop a simple assessment tool for state agencies to objectively classify positions for expanded teleworking.

THE STATE OF TELEWORKING

U.S.
TELEWORKING
STATISTICS

VIRGINIA
TELEWORKING
STATISTICS

TELEWORKING
TRENDS

Benefits of Teleworking for Employers

- RECRUITING AND RETENTION
- INCREASED EMPLOYEE ENGAGEMENT
- INCREASED PRODUCTIVITY
- IMPROVED ACCESS FOR EMPLOYEES WITH DISABILITIES
- REDUCTION IN REAL ESTATE
- FEWER SICK DAYS
- ENVIRONMENTAL STEWARDSHIP

Benefits of Teleworking for Employees

- IMPROVED JOB SATISFACTION
- NO COMMUTE
- REDUCTION IN WORK-RELATED COSTS
- INCREASED SCHEDULE FLEXIBILITY
- IMPROVED PHYSICAL AND MENTAL HEALTH

TELEWORKING CONCERNS

- Customer service and productivity
- Loss of watercooler culture
- Technology and cybersecurity
- Work-life balance
- Equity for positions not eligible for telework



Future Plans of the Commonwealth

RETHINK



Assessment Tool Overview

Conducted thorough
research to develop
two-part assessment

- Position Suitability
- Employee Suitability



The Assessment Tool

Position Suitability for Teleworking: If Answer "Strongly Agree or "Agree" To Any Statement, the Position May Not be Suitable for Teleworking						
Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
This position requires daily access to materials or equipment that cannot be accessed outside of the main work location.						
This position requires daily face-to-face contact with coworkers, clients or customers that cannot be accomplished via electronic means.						
The security of this position requires it to be conducted in the main work location.						
The quality of work conducted in this position would be significantly diminished if conducted outside of the main work location.						
Total Number of "Strongly Agree" or "Agree" Responses:						

The Assessment Tool

Employee Suitability for Teleworking: Total All Points Awarded					
Statement	Strongly Agree (5pts)	Agree (4pts)	Neutral (3pts)	Disagree (2pts)	Strongly Disagree (1pt)
The employee works well with minimal supervision.					
The employee successfully manages project deadlines.					
The employee is self motivated.					
The employee communicates effectively with others.					
The employee demonstrates productivity.					
The employee has effective time management skills.					
The employee has good technology skills.					
The employee is responsive during business hours.					
The employee is reliable.					
The employee is adaptable to change.					
TOTAL:					
Scoring 40-50: Highly qualified for telework 30-39: Will likely be successful at teleworking with defined parameters 0-29: May need additional professional development prior to considering teleworking					



Assessment Tool

- ASSESSMENT RESULTS -
NUMERICAL VALUE
- SCORING METRIC
- PAPER-BASED OR ONLINE
FORMAT

Questions?
