Telework FAQs:

What is telework?
Telework, also called telecommuting, is a flexible work arrangement where employees do not commute or travel to their work location and instead perform their work tasks and duties from a location other than the traditional “office,” most often from home.

Are companies really accepting telework as a viable option for their employees?
Yes, more employers are realizing the benefits of teleworking, including employee retention, productivity and profitability. Employers in LA County can also include telework programs as a strategy for compliance with South Coast AQMD’s Rule 2202 or local city Trip Reduction ordinances.

Does telework have to be a full-time arrangement?
No, employers determine how often and when employees can telework on a part or full-time basis.

Do my employees have to work from home?
No, telework arrangements can vary greatly for different workers. Employees can work from their home office, a co-working space or other remote location close to their home such as a library or coffee shop.

What are the benefits of having a telework program?
A telework program can benefit employers in a variety of ways including enhanced recruitment, reduced absenteeism, increased employee satisfaction, and the ability to continue operations in the event of a natural disaster or emergency. For a complete list of telework benefits, see our Telework Benefits Information Sheet.

Do my teleworkers have to be in the office for meetings?
With advancements in videoconferencing, requiring employees to meet in the traditional office setting may not be necessary. Managers may also be able to schedule meetings on specific days of the week and ask teleworkers to come into the office on those days.

Is teleworking limited to only large companies?
No, employers of all sizes can benefit from teleworking arrangements.

What types of jobs are more suitable for teleworking?
Teleworking is an option for many types of jobs. The “ideal” job that can be done by teleworkers include tasks and projects that require reading, writing, creating, research, working with data and talking on the phone. Many jobs that may not seem like “typical” telework can be modified so employees can perform those activities while they are working from home, especially tasks that can be done without constant interaction or need for feedback.

How much does it cost to set up a teleworker?
Costs can vary depending on what the employee needs, but usually includes costs associated with equipping the employee with a laptop, remote access, and communication equipment such as a mobile phone, VPN, etc. In general, employers do not provide furniture for an employee’s home office.
Do I have to include teleworkers in my rideshare incentive program?
Your teleworkers are a great way to improve your Average Vehicle Ridership (AVR) stats. Employers should treat teleworkers the same as they do other employees who receive incentives to try transit, carpool, vanpool, bike or walk to work.

Is “noncommuting” the same as telecommuting on the AVR survey?
No, noncommuting applies to employees who arrive at the worksite and remain there or travel out of South Coast AQMD’s jurisdiction for a full 24-hour period or more to complete work assignments. An example would be someone how is attending a work-related conference out-of-state.

Telecommuting means working at home, off-site, at a satellite office or at a telecommuting center, for a full workday that eliminates the trip to work or reduces the travel distance by more than 51 percent (per South Coast AQMD Guidelines).