



PILOT TELEWORK PROGRAM

December 8, 2009

Randy Maluchnik, Carver County Commissioner

Presentation Agenda

2

Carver County

Why Carver County Got Involved

What's Been Done

Timeline

Key Points Learned

Questions??



**CARVER
COUNTY**



Carver County

3

- ❑ Carver County, Minnesota - just southwest of the "Twin Cities" of Minneapolis and St. Paul.
- ❑ Least populated of the seven metro counties, but one of the state's fastest growing counties. Estimated 2008 population is 90,000 and expected to more than double by 2030.
- ❑ Transportation system will be larger and more congested. Carver County cities will grow and become more of a force in the region's economy. Jobs are expected to increase to nearly 59,000.
- ❑ While Carver County is preparing for forward momentum and explosive growth through 2030, it is steeped in a rich history which represents the culture, passion, and pride that has made the county a great place to live, work and play.
- ❑ Carver County takes great pride in being an upscale community with beautiful natural surroundings.

Many Benefits of Teleworking

4

Benefits to Employers:

- Increased employee productivity
- Enhanced recruitment and retention
- Greater geographic flexibility
- Reduced cost of real estate and overhead
- Reduced absenteeism
- Expanded access to talented people
- Better resiliency—economic and disaster
- **Opportunity to provide employees soft dollar perks in difficult economic times**

Benefits to Employees:

- Reduced and eliminated drive times and vehicle trips—more time with family
- Greater productivity
- **Enhanced quality of life – healthier**
- Reduced cost of living expenses
- Greater economic opportunity for lower income households and people with disabilities

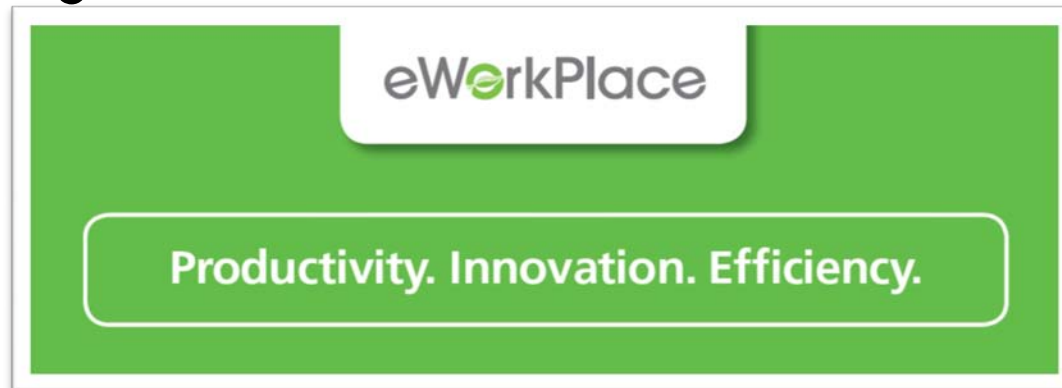
Benefits to Community:

- Reduced number of rush hour work trips which contribute to traffic congestion
- Maximized infrastructure investment
- **Benefit to local stores and restaurants when residents are home during the day**
- Energy and environmental benefits (less gas used, reduced green house gas emissions and carbon footprints)

What is eWorkPlace?

5

- ❑ State-sponsored telework program for Twin Cities metro area employers.
- ❑ Business strategy allowing employees to work from home or a remote location, connecting to the office & clients via technology (internet, phone & mobile devices).
- ❑ Full or part-time basis; often with flexible scheduling.



What Was Done Early On?

6

- ❑ Commissioners are on-board – Article in local papers – 6/09
- ❑ County Administrator on-board
- ❑ Telework Coordinator assigned
- ❑ Survey of Division Directors – 6/09
- ❑ Division Directors on-board

eWorkPlace

Employer Letter of Commitment for eWorkPlace

Date: August 25, 2009

To: Metro Transit and Minnesota Department of Transportation

Re: eWorkPlace Employer Telecommuting Letter of Commitment

Carver County will provide our commitment to engage in the Urban Partnership Agreement - eWorkPlace Telecommuting project in order to increase telecommuting and flexible work options for employees. We understand the project guidelines and will proceed to effectively recruit and enroll 30 - 50 telecommuters / teleworkers over the next year.

Carver County will receive individualized consultation services to assist us in planning for and transitioning smoothly to employee telecommuting. Carver County will assist in the documentation and reporting process for telecommuting employees and the benefits received by both our organization and our employees.

This project will enable Carver County to increase our business results, reduce employee commute time and distance, and to reduce the need for additional office space and parking expansion. We look forward to working with you to ensure the reduction of community traffic and congestion and to offer employees opportunities for more flexibility in their jobs.

It is understood that this letter is not a legally binding contract with the state of Minnesota or with the Minnesota Department of Transportation.

Sincerely,



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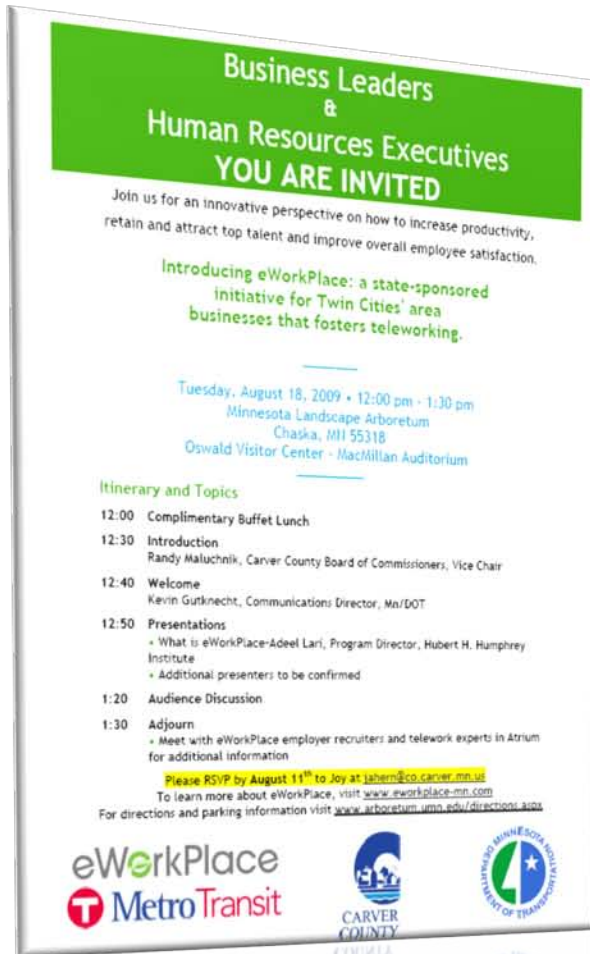
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What else ?

7

- ❑ Resolution Supporting Telework Passed by County Board on 8/11/09
- ❑ Event for County employers held at Arboretum on 8/18/09
- ❑ Administrator signed Letter of Commitment on 8/25/09
- ❑ Carver County is first employer signed up through eWorkPlace!!



**Business Leaders
&
Human Resources Executives
YOU ARE INVITED**

Join us for an innovative perspective on how to increase productivity, retain and attract top talent and improve overall employee satisfaction.

Introducing eWorkPlace: a state-sponsored initiative for Twin Cities' area businesses that fosters teleworking.



Tuesday, August 18, 2009 • 12:00 pm - 1:30 pm
Minnesota Landscape Arboretum
Chaska, MN 55318
Oswald Visitor Center - MacMillan Auditorium

Itinerary and Topics

- 12:00 Complimentary Buffet Lunch
- 12:30 Introduction
Randy Maluchnik, Carver County Board of Commissioners, Vice Chair
- 12:40 Welcome
Kevin Gutknecht, Communications Director, Mn/DOT
- 12:50 Presentations
 - What is eWorkPlace-Adeel Lari, Program Director, Hubert H. Humphrey Institute
 - Additional presenters to be confirmed
- 1:20 Audience Discussion
- 1:30 Adjourn
 - Meet with eWorkPlace employer recruiters and telework experts in Atrium for additional information

Please RSVP by August 11th to Joy at jahern@co.carver.mn.us
To learn more about eWorkPlace, visit www.e workplace-mn.com
For directions and parking information visit www.arboretum.mn.edu/directions.asp

eWorkPlace
Metro Transit



Convened Task Force

8

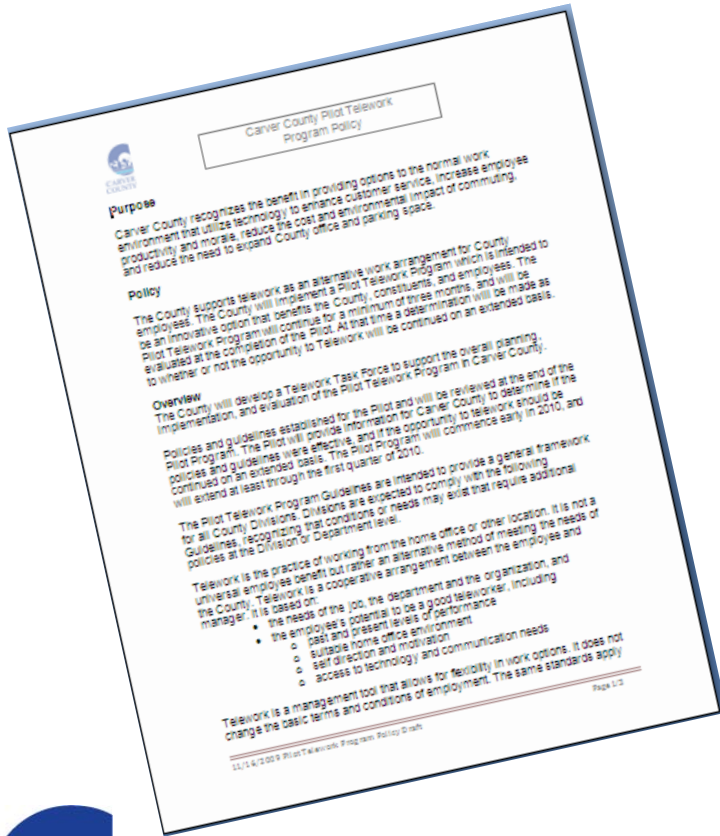
Task Force Representing most divisions

- **Set parameters around technology**
 - County laptops, VDI (Virtual Desktop Infrastructure) or Citrix, internet connection of at least 1.5 mb/sec.
- **Determined processes**
 - Application, Training, Continue current telework activity
- **Developed Documents**
 - ▣ *Pilot Documents to be reviewed at close of Pilot*



Documents, Forms & Attachments

9



Documents

Pilot Telework Program Executive Summary
Pilot Telework Program Policy (Draft)
Pilot Telework Program Guidelines

Forms

Pilot Telework Program Application
Pilot Telework Program Application Review
Pilot Telework Program Agreement

Attachments

eWorkPlace Brochure
Letter of Commitment
Office Safety and Ergonomic Guidelines
Ergonomic Brochures



Timeline

10

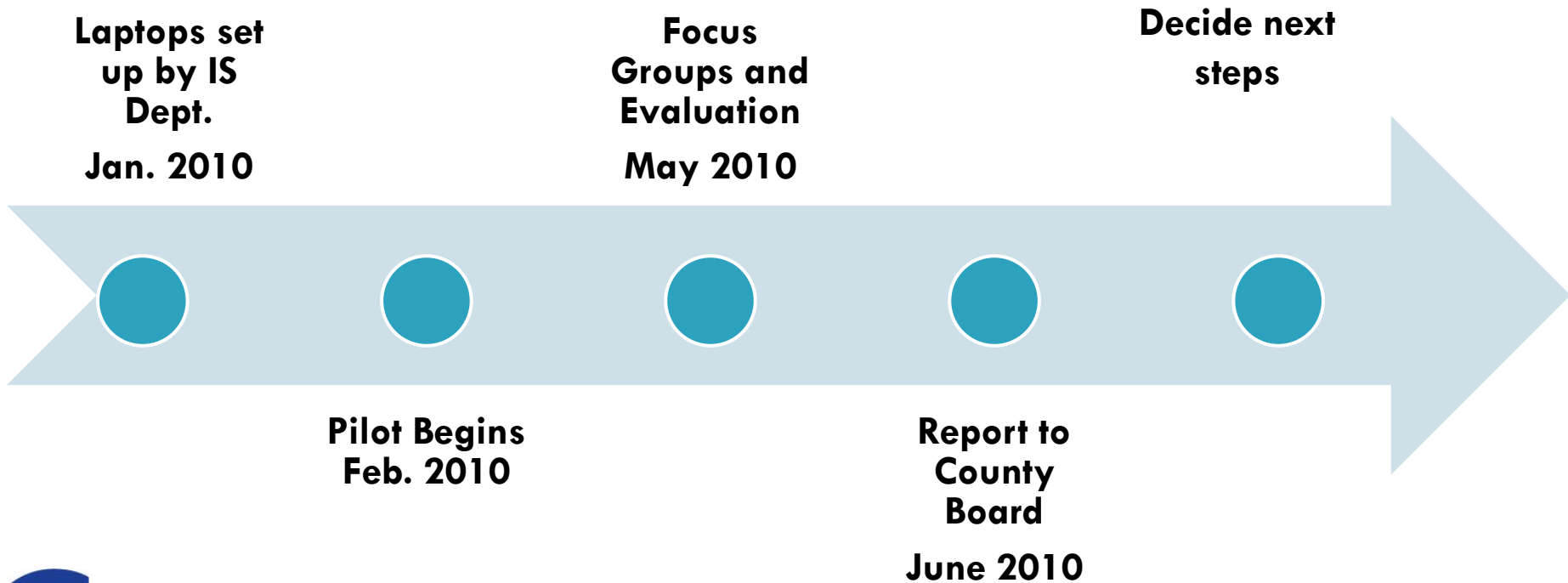
County Board approved Policy on November 24, 2009

Administrator sent Telework message to all Managers/Supervisors,
then to all employees

Division Directors identified job classifications, estimated numbers of teleworkers &
informed Employees.

Employees and Supervisors review documents and participate in eLearning Modules.
Supervisor & employee briefings scheduled. Applications due to Supervisors by 1/8/2010

Looking Forward



Key Points Learned

12

- ❑ Assign a Coordinator
- ❑ Documents take time – look at other county’s docs & eWorkPlace docs – still need to develop your own
- ❑ Initiate a Task Force with broad division representation
- ❑ Include Union Leaders in planning discussions
- ❑ Having County Commissioners driving the issue helps
- ❑ Involve the IS Dept early for support, equipment, & integration with their plans. VDI (Virtual Desktop Infrastructure) was in their budget
- ❑ Accept help from eWorkPlace, especially early in process
- ❑ Plan for briefing sessions



Questions??

13

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