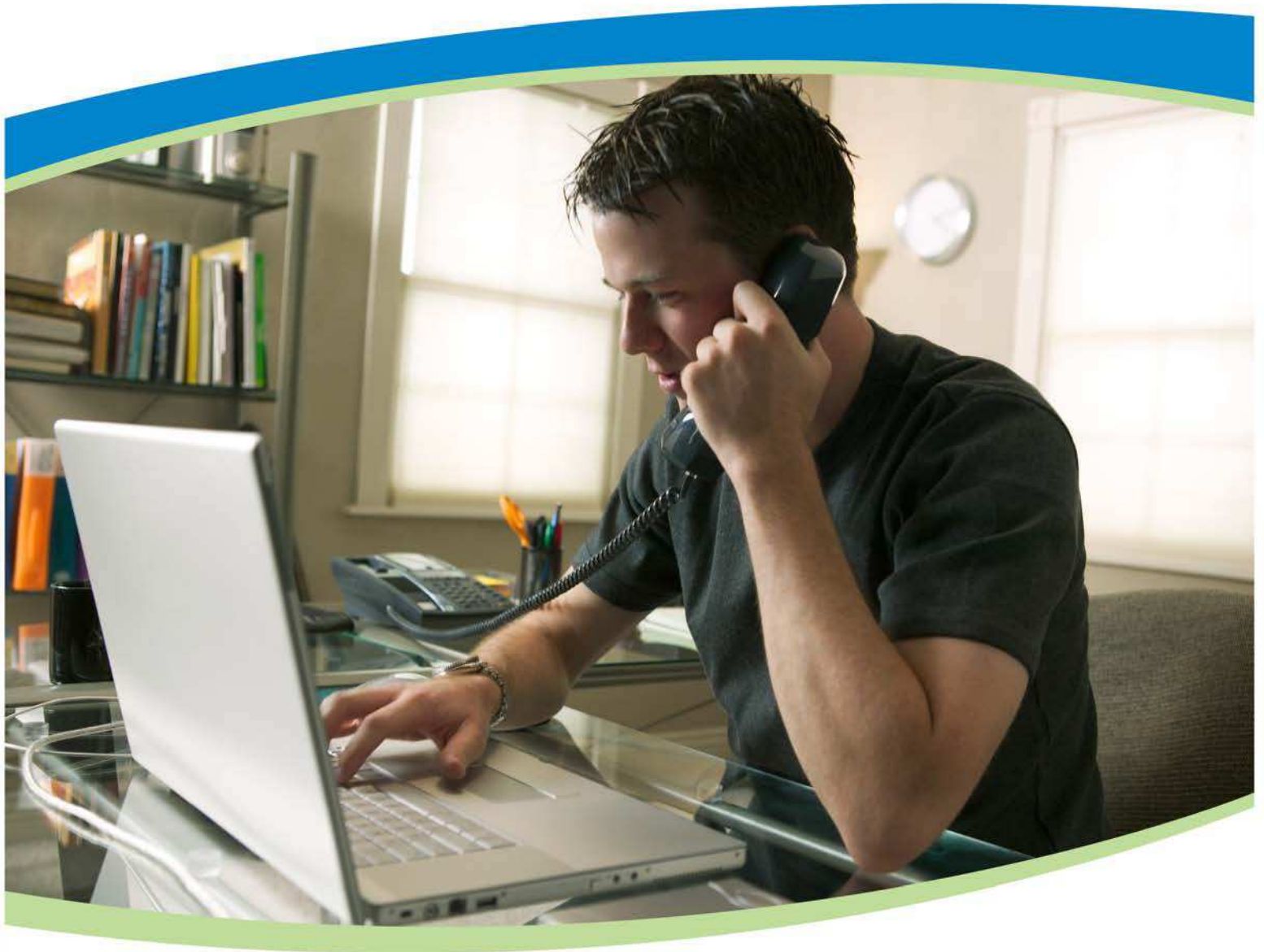


teleworkSD.com



San Diego Regional Telework Pilot Project

teleworkSD

PART ONE OVERVIEW

Overview

TeleworkSD provides a free one-stop resource for San Diego County employers that want to explore and implement telework programs. This pilot project is administered by the San Diego Association of Governments (SANDAG) iCommute program and allows for ten selected organizations to receive step-by-step assistance from our team of experts in the implementation of a new or expanded telework program.

This application packet includes the following items:

1. Pilot Project Application
2. Employer Statement of Participation

Selection Process

Organizations that are interested in participating in TeleworkSD must submit a completed application and a letter of commitment. Due to the fact that a diverse pool is being sought for the Teleworks SD pilot project, the TeleworkSD team will select ten employers that represent a range of size, geographic location, industry, nature of business and type of organization (public, private, non-profit). Employers will also be chosen based on their level of commitment to telework and organizational readiness. Applicants must be willing to designate a minimum of ten teleworkers who will be allowed to telework at least four times per month for a minimum of six months. Upon completion of the program, TeleworkSD will develop a case study highlighting results of the program.

Timeline

The TeleworkSD pilot project has spots available on a first-come, first-serve basis. Applications will be considered on a case-by-case basis. The pilot project is expected to run through October 2015.

Instructions

Please complete the following form either by hand or electronically and return to SANDAG. The electronic form is editable in Adobe Reader. If you do not have Adobe Reader, it can be downloaded for free at: get.adobe.com/reader. The forms require several signatures: applicants may sign either by hand or digitally (through [Adobe Reader](#)). Applicants may also enter all fields except signatures electronically, print, and then sign by hand. Once completed, there are four ways to submit the application:

1. Print and mail to: SANDAG c/o Deborah Jones
401 B Street, Suite 800
San Diego, CA 92101
2. Print and fax to SANDAG, Attn: Deborah Jones at (619) 699-6988
3. Print completed application, scan, and email file to Deborah Jones at: deborah.jones@sandag.org
4. Save the PDF in Adobe Reader (requires digital signature) and email file to Deborah Jones at: deborah.jones@sandag.org

PART TWO: APPLICATION

TeleworkSD Employer Application

To be considered for the TeleworkSD pilot project, please complete the following application and return it as soon as possible. Applications will be considered on a case-by-case basis until all the spots are filled. This form is available online at teleworkSD.com. Organizations will be selected based on size, location, industry, type of organization, nature of business, geography, expressed level of commitment, and organizational readiness.

1. Name of organization: _____
2. Address of proposed project site(s): _____
3. Name and title of main contact: _____
Phone: _____ Fax: _____
Email: _____
4. Name and title of organization official with authority to approve a telework program:

5. Number of employees at project site(s): _____
6. Primary nature of business and type of organization (private, public, or non-profit):

7. Anticipated number of teleworkers within the next year: _____
8. Anticipated frequency of teleworking: (e.g., once a week, twice a week): _____

If your organization has an existing telework program (formal or informal), please answer questions 9-12; if not, please skip to question 13.

9. Number of current teleworkers: _____
10. Why would you like to expand your telework program?

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11. What kind of technical assistance do you need to improve/expand your telework program? (select all that apply):
- a) Working with a telework employee committee
 - b) Developing selection criteria for jobs and teleworkers
 - c) Developing policies and agreements
 - d) Training for teleworkers and their managers
 - e) Evaluation of program
 - f) Other _____

12. Any obstacles?

13. Reasons for considering teleworking:

If your organization does not have an existing telework program, please answer questions 14-15.

14. What kind of technical assistance do you need to start a telework program? (select all that apply)
- a. Identifying potential positions/jobs that would be a good fit for telework
 - b. Working with management or establishing a telework employee committee
 - c. Developing selection criteria for jobs and teleworkers
 - d. Developing policies and agreements
 - e. Training for teleworkers and their managers
 - f. Evaluation of program after implementation
 - g. Other _____

15. Potential obstacles:

For all applicants

16. Please explain any additional reasons why your organization should be selected to participate, or goals that this project would help your organization achieve (optional):

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For all applicants:

Release of Liability

Applicant understands that by submitting an application to participate in the pilot project, applicant agrees to release and hold harmless SANDAG and all if its directors, Board members, officers, employees, affiliates and agents against any and all liability, loss, damages, claims, costs, or expenses arising out of participation in the pilot project or any related activity.

By participating in the TeleworkSD pilot project, participant agrees that SANDAG may use participant's business name, location, likeness and information for case studies, testimonials, and web or collateral material, to be published in any medium or publication, without additional compensation or notice to participant to the extent permitted by the law.

I hereby agree on behalf of my organization, _____, to release and hold harmless SANDAG and all if its directors, Board members, officers, employees, affiliates and agents against any and all liability, loss, damages, claims, costs, or expenses arising out of participation in the pilot project or any related activity.

By signing below, I represent that I have authority to bind my organization to the obligations stated herein.

Name: _____

Signature: _____

Title: _____ Date: _____

For the application to be considered, it must be signed by an organization official with authority to approve a telework program.

Return completed application to:

SANDAG
c/o Deborah Jones
401 B Street, Suite 800
San Diego, CA 92101
deborah.jones@sandag.org

For more information, call (619) 699-6988

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PART THREE EMPLOYER STATEMENT OF PARTICIPATION

TeleworkSD Employer Statement of Participation

The TeleworkSD project will provide free consulting services and resources for San Diego County employers that want to explore and implement telework programs. This pilot project is offered by the San Diego Association of Governments (SANDAG) iCommute program and allows for ten selected organizations to receive step-by-step assistance and guidance from a team of experts in the implementation of a new or expanded telework program. The value of services available to your organization, if selected for the pilot project, is estimated to be \$20,000.

To be considered for the TeleworkSD pilot project, please review the responsibilities listed below and sign on the next page.

| TeleworkSD Responsibilities | Employer Responsibilities |
|---|---|
| <ul style="list-style-type: none"> • Assist with acquiring management commitment, if necessary • Assist with selecting a telework coordinator, if necessary • Help form a telework employee committee, if necessary • Guide the development of program parameters • Provide guidelines to identify and select jobs and telework candidates • Offer assistance to develop a technology platform • Train teleworkers and supervisors • Provide sample materials, case studies, and implementation kits • Help market the telework program • Provide recommendations on technology and connectivity needs • Troubleshoot problems and obstacles as they arise through focus groups • Evaluate the impact of TeleworkSD, conduct pre- and post-project surveys of teleworkers and supervisors | <ul style="list-style-type: none"> • Provide management commitment for the implementation and evaluation of the program • Designate an employee to oversee the telework project (“telework coordinator”) • Create an internal team (“steering committee”) to develop the organization’s telework program (e.g., HR, information technology, facilities, legal, etc.) • Provide information to be included in reports published on the TeleworkSD.com website (this can be by industry type and not by organization name) • Designate a minimum of ten individuals who will be allowed to telework at least four times per month for a minimum of six months • Provide access to the telework coordinator, employees, and supervisors for the purposes of program evaluation • Agree to provide timely responses to TeleworkSD concerning all reasonable requests |

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Your signature indicates that you (employer) are willing to participate in the TeleworkSD project, and are aware of and understand your (employer) responsibilities listed above, and that you agree to them if selected for this pilot project.

Signature of organization official with the authority to approve a telework program:

First and last name (please print): _____

Title: _____

Date: _____

Signature of staff coordinator (if applicable):

First and last name (please print): _____

Title: _____

Date: _____

**Please include this Employer Statement of Participation
with your TeleworkSD Employer Application**