



**MITE – Midwest Institute for
Telecommuting Education**
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**With the high price of fuel,
more and more employees
may be asking you to work
from home. (telework)**



Employees are feeling more stress about fuel prices and how it eats into their take home pay. Meanwhile, they also have less time available and more work to accomplish. What telework options can you provide?

Share a Laptop with Other Employees: Use a shared laptop to disperse opportunities to telework within your work team. Employees can mutually decide which days or times they would use the laptop at home. Figure out remote access and scheduling.

Be More Productive: Don't go Into the Office: Work 4 days in the office and 1 day in your home office each week. Take a day to catch up on projects or reach imminent deadlines. You can still be accessible to your team and customers.

Telebreaks: When do you think and analyze best? Do you need a day to work at home to accomplish your “thinking” and quality tasks? What are ways to rid oneself of unneeded office interruptions?

Use the free MITE QuickStart Telework Agreement to make it simple! MITE is an employer consulting division of RESOURCE, a private nonprofit, organization. MITE works to help organizations move smoothly into and manage mobile and telework environments. We specialize in the areas of employment law and liability issues, start-up strategies, technical and remote office setup, supervisor issues, and the development of internal policies crucial to the success of telework. **Contact: janderson@resource-mn.org**