

# Agencies Make Some Use Of Telework In Space Planning But Need Additional



## FEDERAL REAL PROPERTY: Agencies Make Some Use of Telework in Space Planning but Need Additional Guidance (GAO - DHHS)

★★★★★ 5 out of 5

Language : English

File size : 2849 KB

Text-to-Speech : Enabled

Enhanced typesetting : Enabled

Lending : Enabled



A new report from the General Services Administration finds that agencies are making some use of telework in space planning, but need additional guidance and support to fully realize the benefits.

The report, "Telework and Space Planning: A Survey of Federal Agencies," surveyed 24 federal agencies and found that while most agencies have policies in place to support telework, few have incorporated telework into their space planning processes.

The report found that agencies are most likely to use telework for employees who are located in remote areas or who have special needs. However, agencies are less likely to use telework for employees who are located in headquarters or who work in sensitive positions.

The report also found that agencies are facing a number of challenges in incorporating telework into their space planning processes. These challenges include:

- Lack of guidance and support from senior leadership
- Concerns about security and privacy
- Difficulty in measuring the benefits of telework
- Resistance from employees to change

The report recommends that agencies take a number of steps to improve their use of telework in space planning. These steps include:

- Developing clear policies and procedures for telework
- Providing training and support to employees on telework
- Investing in technology to support telework
- Measuring the benefits of telework and using this data to inform space planning decisions

By taking these steps, agencies can improve their use of telework in space planning and reap the benefits of this flexible work arrangement.

## **Benefits of Telework**

Telework offers a number of benefits for both agencies and employees. These benefits include:

- **Reduced costs:** Telework can save agencies money on office space, utilities, and other overhead costs.

- Increased productivity: Studies have shown that teleworkers are more productive than traditional office workers.
- Improved employee morale: Telework can improve employee morale by giving employees more flexibility and control over their work schedules.
- Reduced absenteeism: Telework can reduce absenteeism by allowing employees to work from home when they are sick or need to take care of personal errands.

## **Challenges of Telework**

While telework offers a number of benefits, it also presents some challenges. These challenges include:

- Security and privacy: Agencies need to ensure that telework employees have access to secure networks and that their data is protected.
- Communication and collaboration: Telework employees may find it more difficult to communicate and collaborate with colleagues who are located in different offices.
- Isolation: Telework employees may feel isolated from their colleagues and may miss out on important social interactions.

Telework is a flexible work arrangement that can offer a number of benefits for both agencies and employees. However, agencies need to carefully consider the challenges of telework and develop clear policies and procedures to address these challenges. By taking these steps, agencies

can improve their use of telework in space planning and reap the benefits of this flexible work arrangement.



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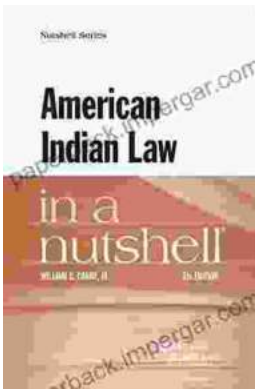
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