

Employee Engagement and Telework

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What is Telework at the State of Vermont?

➤ **Policy 11.9 Telework** – Effective 2012

- **Telework:** Telework is an arrangement that gives an employee an approved alternative, generally the employee's home, to working at a state assigned workspace. All telework agreements must be approved by the appointing authority.
- **Ad hoc Telework:** Ad hoc telework may be utilized for continuity of operations for unplanned events such as inclement weather, environmental catastrophe, or public health events. Ad hoc telework does not require a formal telework agreement but does require supervisor approval.

Which Employees are eligible to Telework?

Personnel Policy 11.9 Telework – Effective 2012

- Covers all Executive Branch State Employees

Process?

- Employee makes a voluntary request to work remotely
- Telework is only feasible for those tasks which are suitable
- Needs to be consistent with the operating needs of Agency/Department
- The Appointing Authority (or designee) must approve.

History:

Prior to pandemic, 2/3 of employees had never worked remotely

Based on Dec. 2020 survey:

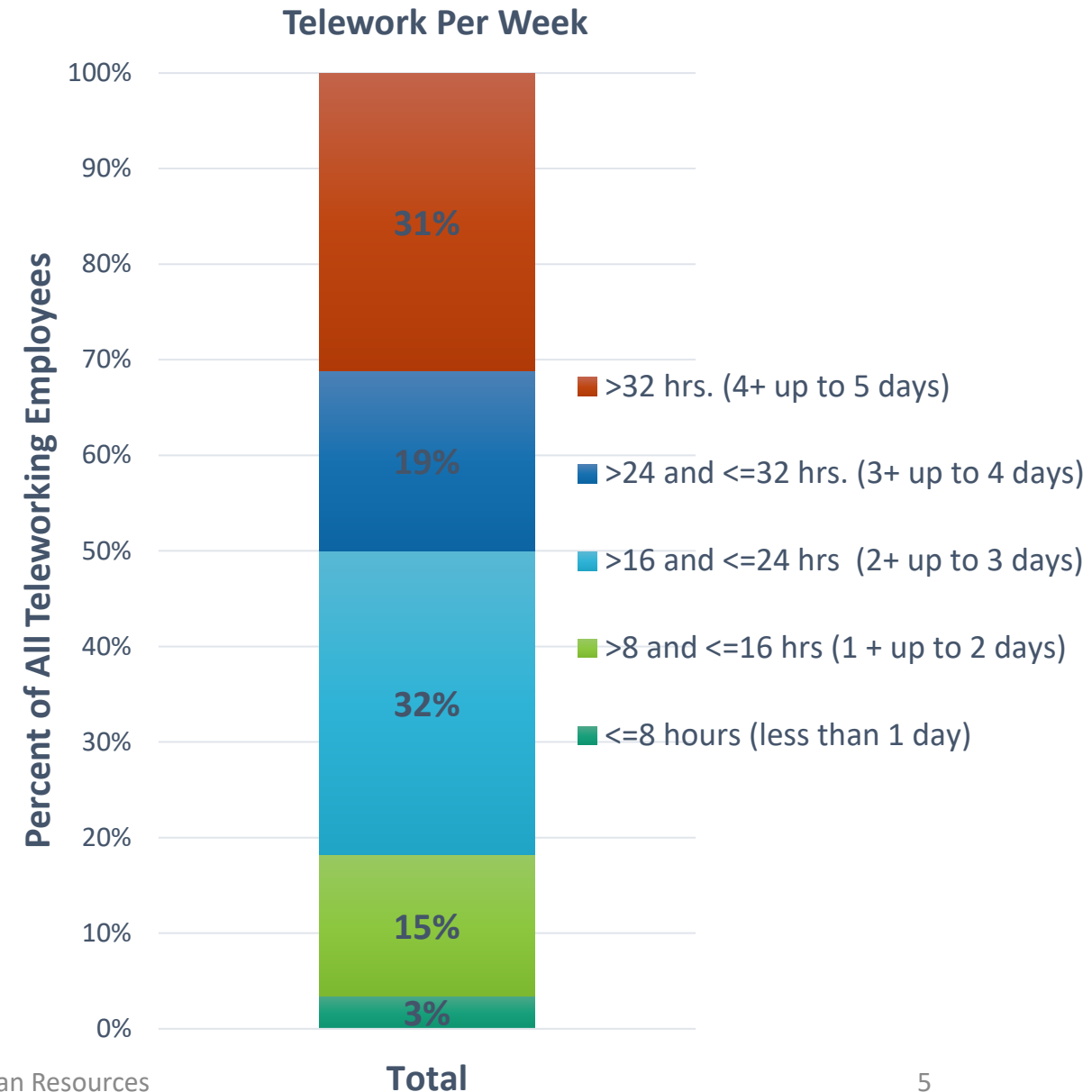
- 14.6% said they had teleworked on an ad hoc basis
- 19.5% said they teleworked 1 day or more per week
 - Of those, only 9% teleworked 2 days or more per week

During the pandemic - The State transitioned to an organization where remote work was the exception to where it was the norm

State of Vermont - Telework

Current Status

- Approx 3,100 submitted approved telework agreements to HR Dept.
- Schedules range from a few hours per week to full time.
- Average : Telework 28 hours per week (3.5 days per week)
- 44% of employees across all agencies/departments telework



Employee Retention questions:

- “What are the things that are most important to you that keep you working for the State of Vermont?”
- “If you were to consider leaving the State of Vermont for a job opportunity at another organization, what would be the most important factors that would influence your decision? That is, what would you be seeking?”
- Multiple response. Could choose up to five from a curated list of 29 reasons

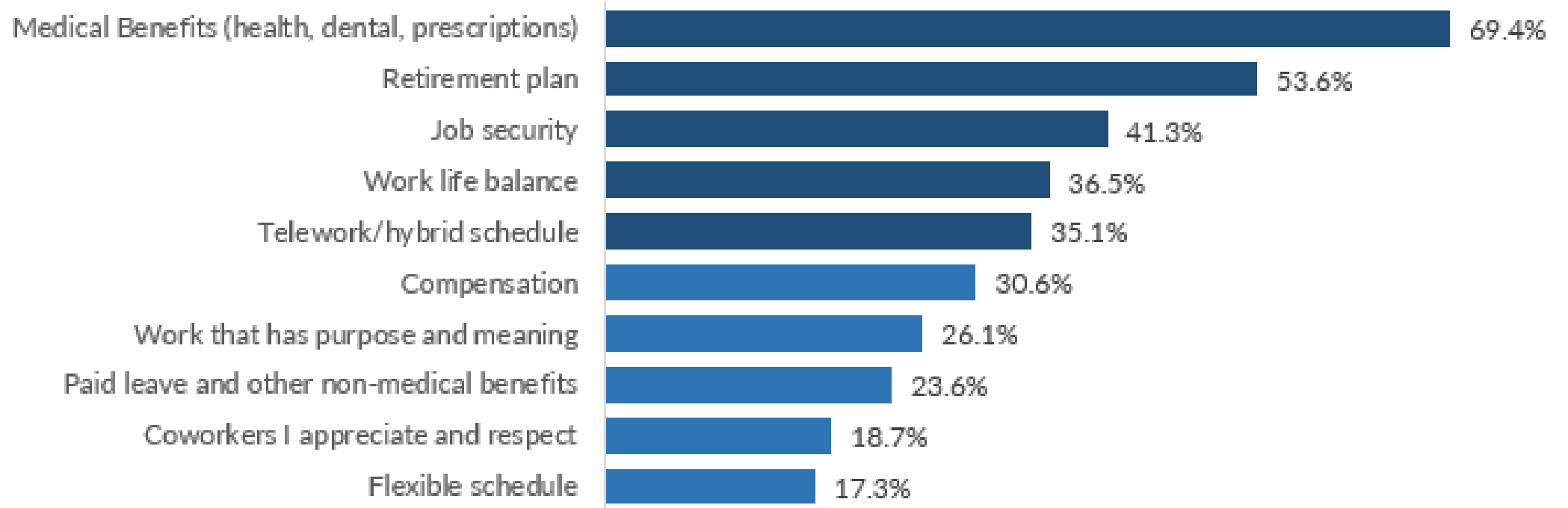
2022 Employee Engagement Survey – Telework

Percent of Respondents Indicating Reason for Staying



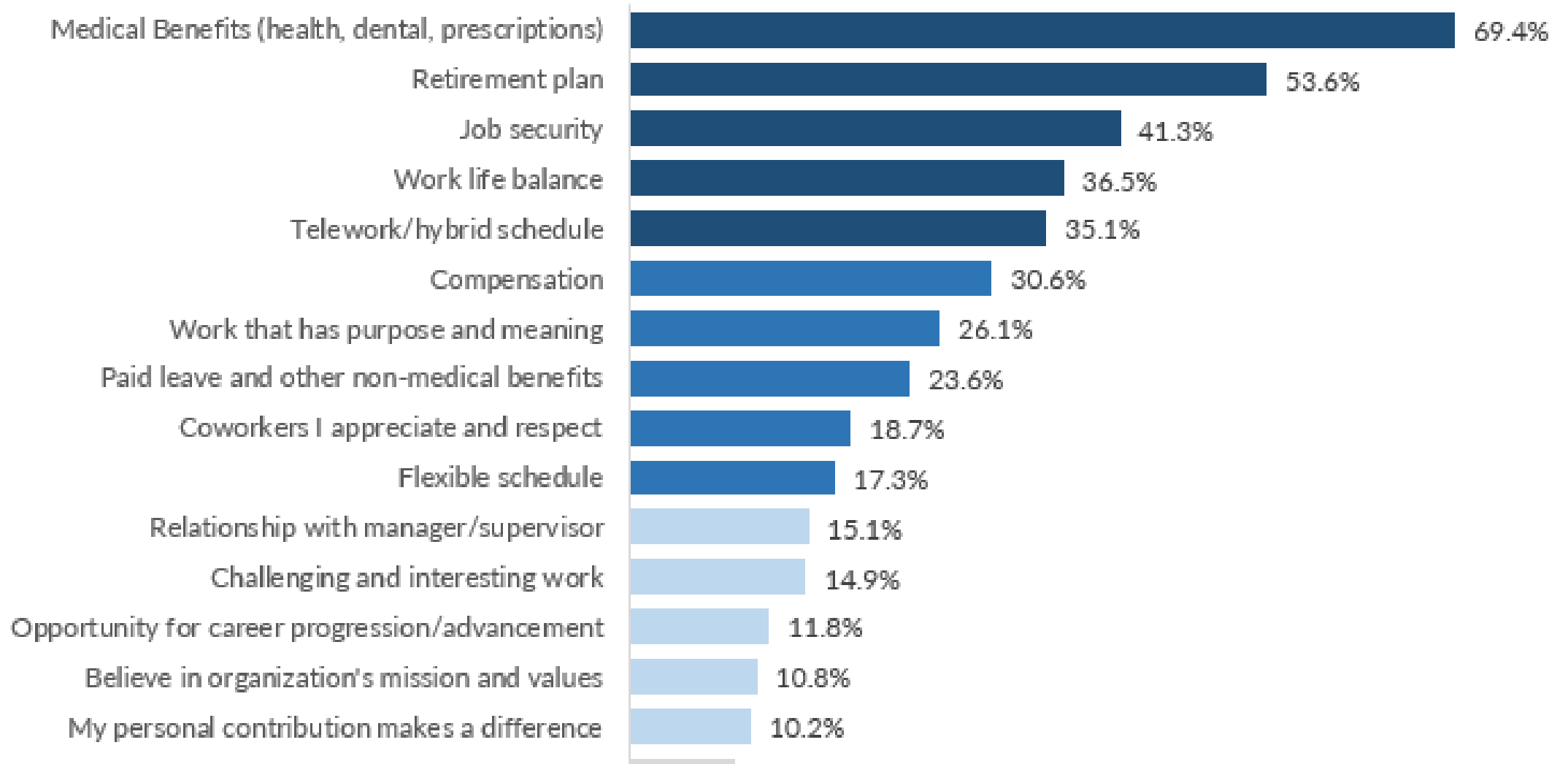
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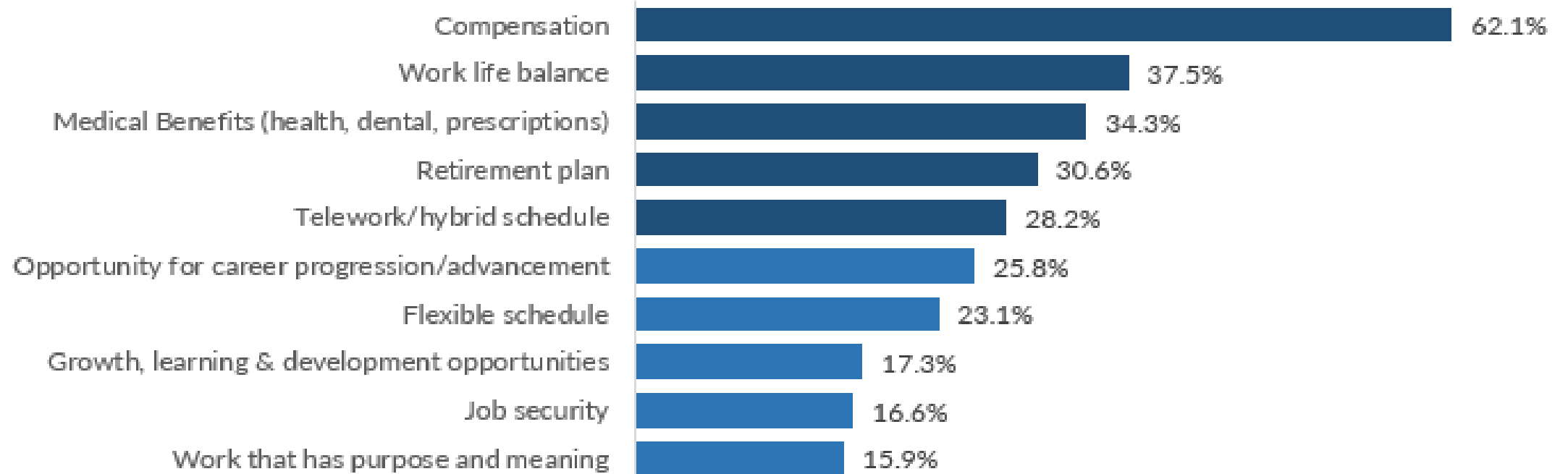
2022 Employee Engagement Survey – Telework

Percent of Respondents Indicating Reason for Leaving



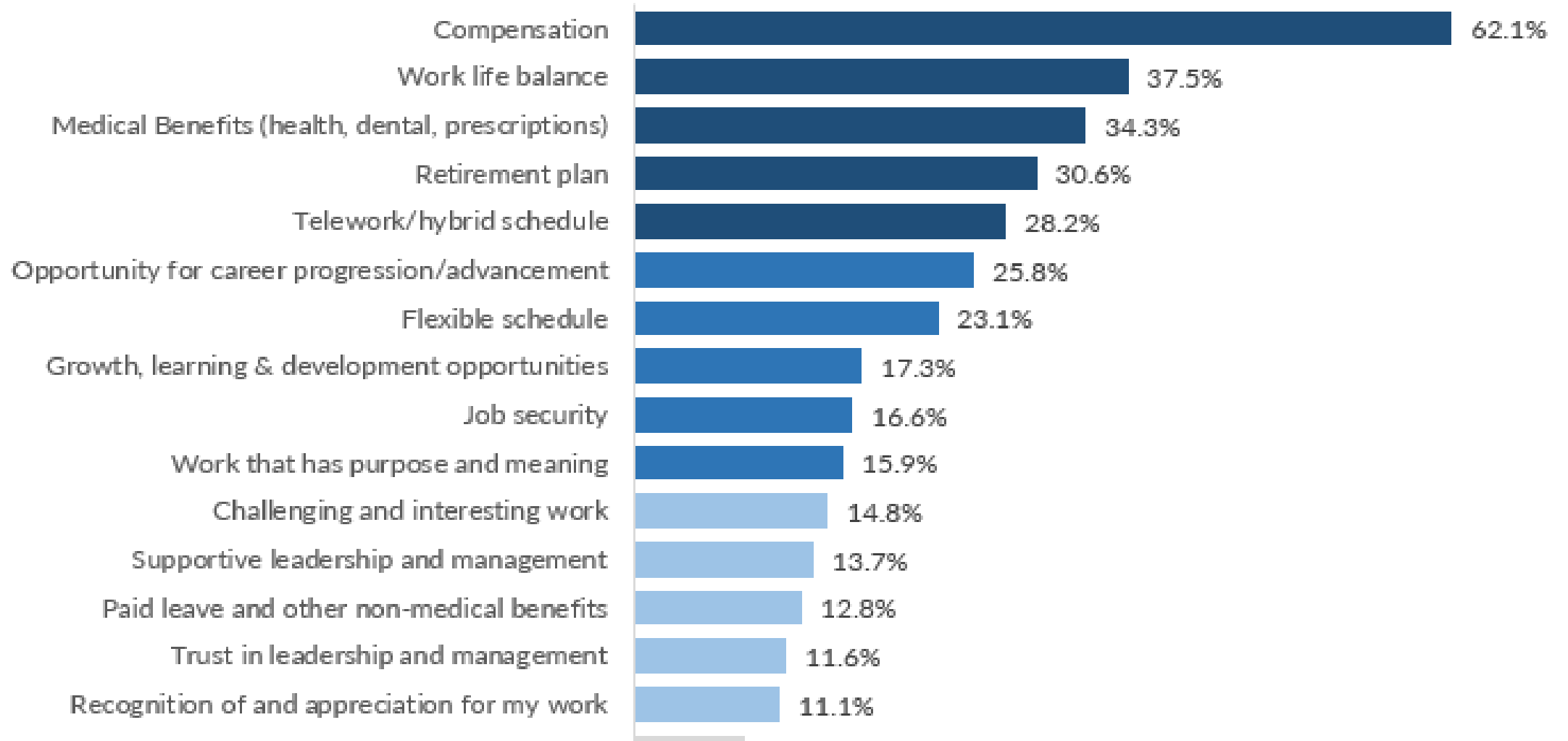
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2022 Employee Engagement Survey – Telework

- Telework/hybrid schedule was a major theme found throughout the survey. It is cited as a top five reason for staying AND for potentially leaving
- Desire to continue full-time or hybrid work schedule post pandemic
- Reasons in favor of teleworking include:
 - work life balance
 - better work environment
 - greater productivity
 - reduction of commuting barriers
 - allowing the state to remain more competitive in job market