

CREATING A FLEXIBLE WORKPLACE

Your Guide to Commuter Benefits Programs That Work



This Commuter Benefits Program toolkit was prepared by Perimeter Connects' team of transportation and commuter program specialists. Perimeter Connects, a program of the Perimeter Community Improvement Districts (PCIDs), offers free consulting services to employers and commercial properties in the Perimeter district to implement transportation solutions that reduce congestion and improve access and mobility.

HELLO, CONNECTOR!

Giving your employees the gift of extra time in their day is invaluable. It's more than a perk – with average commutes in the district at 50 minutes each way, you could be adding back major chunks of time that would otherwise be wasted in traffic.

Flexible work can be a key component of your strategy to create a productive, healthy workplace culture where your teams and your business thrive. You can achieve this simply by offering your employees more choices for how and when they arrive at work.

How? Use this guide specially compiled for you to help jumpstart flexible work options at your workplace.



Johann W.
Program Manager
Perimeter Connects

*P.S. We are a **free resource** for you to help get your flexible work program off the ground. Let's connect to get started: johann@perimeterconnects.com*

WHY FLEXIBLE WORK ARRANGEMENTS WORK

You will find key strategies in this toolkit that will help you formalize a telework and flexible work arrangements program. Each strategy has a set of resources that, when paired together, can help you build a robust program to keep your employees productive when they work outside of the office.

- 1 It can make your employees more loyal.** Companies that offer flexible work arrangements can expect to see happier employees, with improved job satisfaction, reduced stress, and absenteeism on the decline.
- 2 It can boost productivity.** Managers who offer flexible work options can expect more productive employees, who are able to focus on individual work outside of the office.
- 3 It keeps your business going.** By extending telework and flexible work hours to your employees, your company is implementing a key workplace strategy to keep your business operating and your employees working. Why is that important? Just think about the next time the Perimeter area experiences an inch of snow just before morning rush hour.

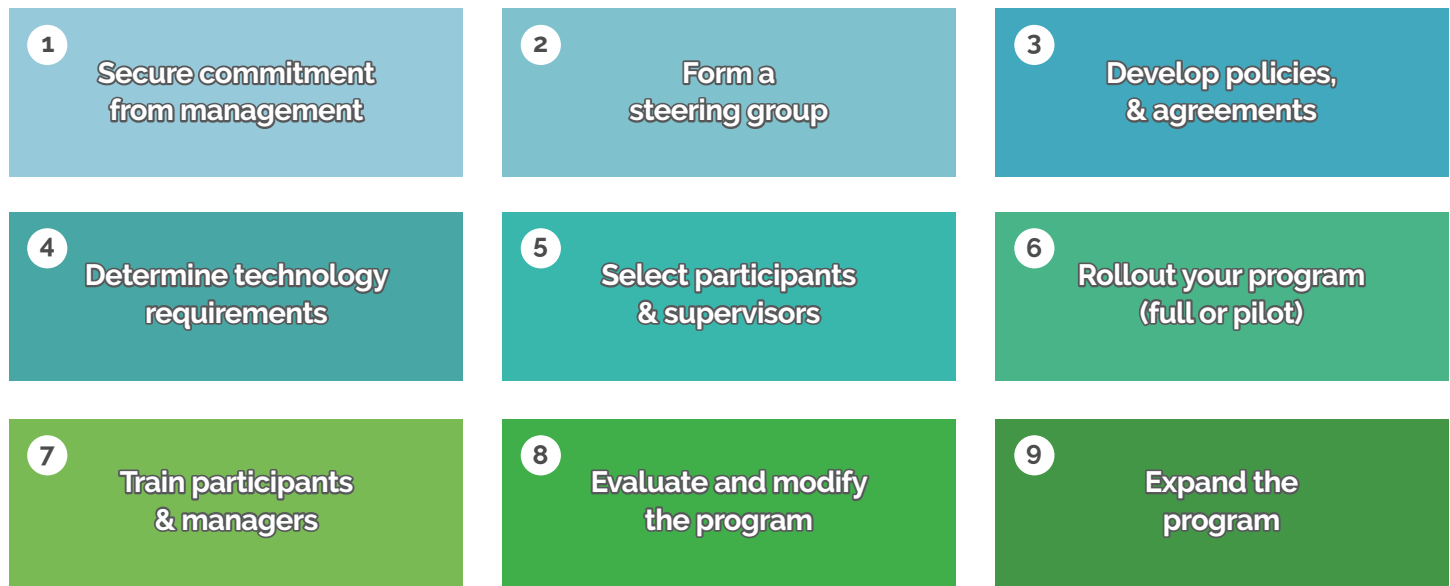
FLEXIBLE WORK OPTIONS 101: KNOW YOUR TERMS

- **Flexible schedules** allow employees to avoid rush hour traffic by choosing different start and end times outside of peak travel periods .
- **Compressed Work Week** schedules offer employees the option to work a traditional 40-hour work week in less than the typical number of workdays. For example, an employee could work four 10-hour days in exchange for one day off.
- **Telework** is a way for employees to occasionally report for work without the need to drive to the office.



AT A GLANCE: LAUNCHING YOUR FLEXIBLE WORK OPTIONS PROGRAM

What does it take to set a flexible work options program in motion? We've included below a snapshot of the key steps.



YOUR TOOLS

We have resources to help you launch a flexible work options program to boost your productivity and offer improved work-life balance.

- 1 Start up (or expand) a telework program.** Allow employees to work from home at least one day per week. Stagger days across staff members and departments. Having a telework policy that works for your company is the first step. These resources will help you formalize a policy that works for you and your employees:

[Telework Policy Template](#) ➤

[Telework Agreement Template](#) ➤

- 2 Allow employees to flex their start and end times.** Flexible work schedules empower employees to adjust their workday to better match the schedules of transit or rideshare partners or even to skip the peak commute. This resource will help you compose your workplace's policy.

[Flexible Hours Policy Template](#) ➤

- 3 Offer compressed work week options.** Let your employees convert longer schedules on their days in the office into an extra day or half day off each week. For example, instead of the typical 8-hour workday for 5 days per week, employees work 10 hours for 4 days per week and have 1 extra day off. Here are two resources to set up compressed work week options for your employees.

[Compressed Work Week Schedules Policy Template](#) ➤

[Compressed Work Week Agreement Template](#) ➤

YOUR PATH TO LAUNCHING YOUR PROGRAM

An effective commute options program starts with selecting strategies that are applicable to your workplace. Guide your process through these three simple phases.

THINK



Identify your company's "Connector".

A "**Connector**" (or Employee Transportation Coordinator) is responsible for leading the creation and implementation of the commute options program. This may include leading and coordinating with appropriate departments to implement commute programming and benefits for employees. Connectors can be in human resources, sustainability, or even passionate employees who have experience with cross-departmental projects. (Pssst...it's okay if it's you! Being a Connector is something to brag about.)

My company's Connector will be:

PLAN



Select the strategies that will work for your workplace.

The resources in this toolkit walk you through all the considerations to ensure your commuter benefits program meets your needs. Because there is not a "one size fits all" approach, you can use each strategy to develop your program. Or you can choose one if that one strategy will make the most sense and yield the biggest impact for your worksite.

Once you've reviewed each strategy, indicate here which ones you will use to build your program:

- ☐ Telework
- ☐ Shift schedules
- ☐ Compressed work week
- ☐ Other:

ACT



Get started at your workplace.

Now that you've chosen the core components of your program, complete these next steps to get to launch:

- ☐ Seek senior management approval to provide programs based on previous steps
- ☐ Coordinate with appropriate departments for implementation. Identify a point of contact in HR, Payroll/Accounting, IT, Sustainability/Green Team, or more.
- ☐ Create a timeline for the launch of your new commute options program.

BRING IN AN EXPERT.

Perimeter Connects has partnered with Georgia Commute Options to provide free flexible work arrangement consulting. Whether building a program from scratch or expanding a current program, we can help. Let's connect: info@perimeterconnects.com