



**Telework Centers:  
A Workplace Option for  
Telecommuters**

# Is Traffic Slowing Down Your Organization?



- The Washington Metropolitan region has the highest congestion costs, and the second longest commute in the U.S.
- Commuters' mean travel time is approximately 33 minutes
- The Washington Metropolitan Telework Centers can help your organization minimize the impact traffic congestion has on your bottom line

# What are the Telework Centers?

- Facilities specifically built for telework, typically in suburban sites
- Initially funded by GSA, now self-sufficient
- Non-profit local partnerships
- Private Sector Based

# Why Use Centers?



- Management Benefits
- Employee Appeal

# Management Benefits of Center Use



- Existing facilities, ready to use
- Fully equipped for productivity
- Technical support on site reduces “downtime”
- Enhanced middle-manager appeal
- Funds pre-allocated, excellent value
- Avoids OSHA, worker’s comp issues
- Better security than home workplace

# Employee Appeal of Center Use



- Clear demarcation between work and home life; less potential distraction
- Avoids isolation while preserving “peace and quiet” of telework
- Tech support avoids frustrations of working at home
- Less disruptive than home environment

# Telework Center Locations



## ◆ Virginia

- Fairfax
- Fredericksburg
- Leesburg
- Manassas
- Spotsylvania
- Springfield
- Stafford
- Sterling
- Winchester
- Woodbridge

## ◆ District of Columbia

## ◆ Maryland

- Hagerstown
- Frederick
- Landover

## ◆ West Virginia

- Kearneysville

# Telework Center Facilities

- 2,500 to 7,500 sq.ft.
- 15 to 32 workstations
- Open 24 hrs, 7 days/week
- Private offices (some sites)
- Kitchen/break room facilities
- Handicapped accessibility; Proximity to transportation, shopping, other services





# Telework Center Workstations



# Technical Resources



- Computers
- Office suite software provided; agency-specific software installed on request
- Tech support on site
- Secure data storage and fast Internet access (most sites)
- Shared laser and color printers, scanners
- Videoteleconferencing (at some centers)

# Technical Resources (contd.)



- Telephones with voice mail, conferencing, call-forwarding
- Local and long distance telephone service

# Resources



- Washington Metropolitan Telework Centers: [www.wmtc.org](http://www.wmtc.org)

- Commuter Connections:

[www.commuterconnections.org](http://www.commuterconnections.org)

Then click on...

Commuter Programs → Teleworking →  
Telework Centers