



The Cornpicker

Bulletin of Fairbury, IL ROTARY CLUB

"MANKIND IS OUR BUSINESS"

fairburyrotary.com

2000 - 2001 Officers

PresidentPhil Hermes

Pres. ElectJon Bachtold

Vice President

Sec/TreasLeroy McPherson

Editor. . .Leroy McPherson

DATE/TIME/

PLACE: October 9, 2001 12:00 Noon, McDonald's Family Restaurant

ATTENDANCE: 21

MISSING: K.Bahler, E.Bellot, T.Casson, R.Coady, J.Gerber, D.Kinate, D.Oelschlager, E.Palen, M.Petersen, D.Roberts, K.Smith, M.Steffen, J.Strong, J.Tollensdorf

SING-A-LONG: NO PIANO PLAYER

LOTTO: Si Moser and Rod Stevens

ACTION ON THE AVENUE

CLUB SERVICE:

Programs:

- 10 - 16 Steak Fry 6:30
- 10 - 23 Debbie Oelschlager
- 10 - 30 Bill Munz

Membership Steak Fry

October 16
6:30 P.M. Knoll Lodge.

*Dean needs
a
head count!*



NO NOON MEETING OCTOBER 16TH.

QUIPS AND QUOTES:

A wise man will make more opportunities than he finds.

FRANCIS BACON (1561-1626)
Philosopher and politician

www.fairburyrotary.com

AREA ROTARY CLUB MEETINGS

| | | | |
|-------------|------------|-----------|---------------------|
| Bloomington | 12:00 Noon | Thursday | Elks Club |
| Gibson City | 6:15 p.m. | Wednesday | Bayern Stube |
| Gilman | 6:05 p.m. | Tuesday | Gilman Lounge |
| Lincoln | 11:50 a.m. | Wednesday | Elks Country Club |
| Normal | 12:00 Noon | Wednesday | Bone Student Center |
| Piper City | 6:15 p.m. | Monday | Azz Izz Tavern |
| Pontiac | 12:00 Noon | Tuesday | New Log Cabin |



TELEWORK

Londa Dunlap

Londa works with Benefit Planning Consultants, Inc. as the Human Resource Director and Principal Consultant in the Human Resource and Telework Consulting divisions. She is a graduate of Illinois State University with a Bachelor of

Science degree in Business Management, with an emphasis in Human Resources (PHR). She has spent 5 years researching the field of telework. Her research has focused on external regulatory requirements, policies and procedures, training, performance measurement, safety, etc.

Telework refers to an alternative work arrangement that allows employees to use information technology and telecommunications to perform regular work duties from a distance, whether that be a home office, an airport, hotel, client site, satellite office, or telework center - working anywhere, any time. The term telework is more encompassing than the term telecommuting, which restricts its definition to using telecommunications technology to reduce the daily commute to and from the principal office.

There were an estimated 23.6 million teleworkers in October 2000, up 4 million from the previous year, according to the International Telework Association and Council (ITAC). These numbers include occasional teleworkers, day extenders, retirees, and home-makers. It is expected 30 million will telework in some fashion by the year 2004. Many high-performance, dedicated employees desire and often expect the telework option to be available.

There are many benefits to implementing a formal telework program. Reduced office space requirements and associated costs - on average employers save \$5000 per year in real estate and operating costs for an employee who teleworks. Improved employee attraction and retention. Turnover tends to be near zero for teleworkers. Schering-Plough Research reduced turnover 29% among teleworkers and saved \$800,000 the first year of the program. There is also an improved ability to attract nontraditional employees - housewives/househusbands, older workers, persons with disabilities, etc. Londa stressed - this program is *not* a substitute for child care or elderly care.

In order to realize the potential benefits of telework, employers should implement formal programs with written and communicated policies and procedures. Informal programs fail to realize these benefits to the employer.

Examples of job duties that can be performed off-site with appropriate information and telecommunications technology:

-Typing, thinking, calculating, research, reading, analysis, data entry, writing, drafting, editing, graphics, maintaining databases, preparing budgets, preparing/maintaining contracts, project management, record keeping, programming, auditing reports, word processing, design work, customer service.

Several critical factors should be addressed when implementing a formal telework program:

1. Obtain top management support by alleviating fears of a reduced level of control and supervision; and a potential erosion of the work team concept. It is essential that a relationship be based on a level of trust.

2. Appropriately analyzing and identifying the job tasks that are conducive to teleworking. The optimal form of home-based telework averages one to three days each week, thus enabling the employee to do high concentration work at home where there are fewer interruptions and then go into the office for the more interactive parts of the job.

3. Identifying the technology and equipment needed for an employee to successfully perform his/her job.

4. Conducting a cost-benefit analysis on program implementation. What will the costs be for technology/equipment, and training?

5. Researching regulatory compliance requirements related to teleworking, specifically regarding the Americans with Disabilities Act (ADA) and Fair Labor Standards Act (FLSA), OSHA, and zoning codes.

6. Writing and communicating policies and procedures specific to managing and administering the program for the organization (especially addressing issues relating to workers' compensation, safety, ergonomics, communication, equipment liability, timekeeping, and standards of performance)..

7. Assessing and screening potential teleworkers. Selection should be done on a voluntary basis. Telework should be limited to those employees who have the job knowledge/skills, personality, self motivation and home setting that will allow them to work efficiently at home or anywhere away from the main office.

8. Developing a management style and organizational culture conducive to a virtual workforce.

9. Train telemanagers, teleworkers, and principal office employees how to work and communicate remotely, and standards for home safety.

10. Monitor the program's success. Set criteria to measure the success of the program.

By: Londa Dunlap, PHR
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