



TELECOMMUTING TOOLS AND REPORTING LEAD TO GREENHOUSE GAS REDUCTIONS

Thanks to digital tools and well-documented policy, Argonne has implemented a robust telecommuting program to support the laboratory's sustainability goals and promote employee productivity and satisfaction.

In fiscal year 2017, Argonne employees logged over 6,600 telecommuting days and avoided vehicle emissions from 249,000 miles of driving.

Telecommuting in moderation can help boost productivity and work-life satisfaction, and is an important part of Argonne's strategy to address sustainability goals around travel and commuting. At Argonne, employees are encouraged to discuss with their supervisor whether telecommuting is an option for them. Supervisors are encouraged to speak with staff about whether telecommuting on an occasional basis is an option for individuals, including in the event of severe weather. This allows telecommuting to support the Laboratory's safety culture; it can also allow more employees to remain productive during a suspension of laboratory operations.

Recent upgrades to Argonne's timesheet system allow employees to track their telecommuting hours and other alternate work schedules on their timesheets. This enhanced time reporting allows Argonne to better quantify the direct impact of alternative workplace arrangements on greenhouse gas emissions.

Argonne has developed a laboratory-wide procedure to provide employees the process for telecommuting and to set expectations. The employee enters a formal request through an electronic form that helps document the employee's plan for telecommuting. To make telecommuting seamless and productive, Argonne developed a set of IT tools for working remotely that are accessible from Argonne's public website. These include:

- Employee e-mail access through the web.
- Blue Jeans, a cloud-based video, web, and audio collaboration solution available to Argonne employees for hosting meetings. Blue Jeans works for both person-to-person video conferences and meetings held in video conference rooms. Employees can share their desktop with meeting participants to show presentations and more. Participants can also join via phone. Blue Jeans also helps reduce work-related travel, hosting efficient virtual meetings with participants from many locations.



- Box, Argonne's secure cloud-based file storage system. Box provides an easy way to organize, edit, share, and collaborate on files without the need for a virtual private network (VPN). It can be used on many operating systems and devices, including desktop and laptop computers, tablets, and smartphones.
- Dash, a user interface. Dash provides access to select Argonne business systems without VPN. All access is through a simple client or web browser plugin called Citrix Receiver. It uses the employees' existing Argonne login and allows direct access to key applications through a secure connection.

The laboratory has also developed how-to tip sheets on optimizing telecommuting productivity for both employees and supervisors, as part of the telecommuting toolkit. Argonne continues to leverage telecommuting to support sustainability goals and other benefits such as boosting productivity, performance, creativity, and job satisfaction.

**FOR MORE INFORMATION
PLEASE EMAIL**
Sustainability Program Manager
sustainability@anl.gov