

WHAT IS TELEWORK?

OPM defines telework as “work arrangements in which an employee regularly performs officially assigned duties at home or other work sites geographically convenient to the residence of the employee.” The main

legislative mandate for Telework was established in 2000. (§ 359 Public Law 106-346).

Refer to CDC Telework Policy for Civilian

Employees for complete information ([CDC-HR-2003-03](#)).

For Telework questions, contact Allison Tanner at 404-639-7010.



DESIGN ENGINEERING MANAGEMENT OFFICE (DEMO) INTERIOR DESIGN SERVICE

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REFERENCES:

- A. CDC Telework Policy for Civilian Employees
[CDC-HR-2003-03 \(Formerly CDC 610-2\)](#)
DATE OF ISSUE: 05/05/03
- B. InnoVisions Canada Telework Experts

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TELEWORKING, HOTELING & YOU?



WHAT'S IN IT FOR ALL OF US:

- Supports CDC Green initiative
- Reduces automobile emissions, pollution and energy consumption
- Reduces building operating costs
- Reduces parking demand
- Decreases need for office building leases
- Prepares CDC for emergency situations



Presented by Buildings & Facilities Office (BFO)

Centers for Disease Control & Prevention

WHAT IS OFFICE HOTELING?

Office Hoteling is a flexible office practice where an office or cubicle with a single workstation is assigned to two (2) or three (3) people.

- The space is reserved for use during the on-site work days for those persons authorized to telework.
- The space is occupied by only one person at a time and is scheduled in advance, much like a hotel room. The office is scheduled to reflect your telework schedule.
- A locking storage cabinet is provided for each person that will use the space.
- The office may well be the same size you occupy now. For each option, exact dimensions depend on office layout and furniture, column location, and other variables.

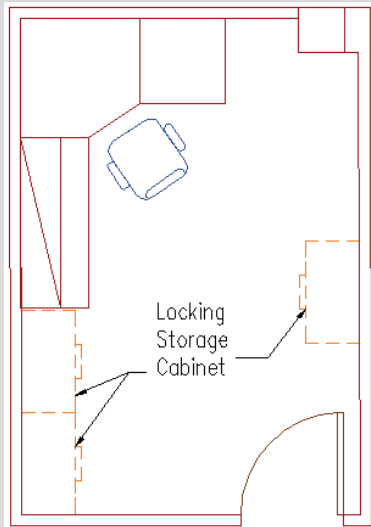
WHAT'S IN IT FOR YOU:

- Increases work flexibility and improves work/life balance
- Improves morale and reduces stress
- Improves job satisfaction and productivity
- Reduces commute
- There is minimum change to the typical workstation so as not to sacrifice safety or comfort
- The cabinet is where you can securely store your work and personal items, and is used by you on each on-site workday.

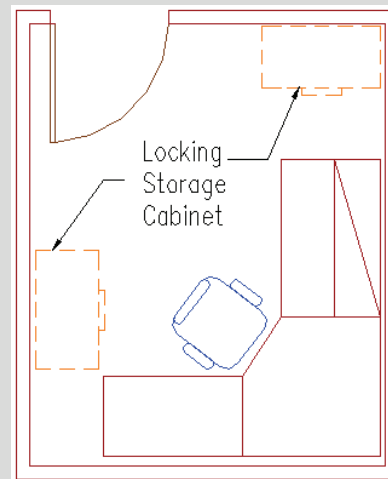


SAMPLE WORK STATIONS:

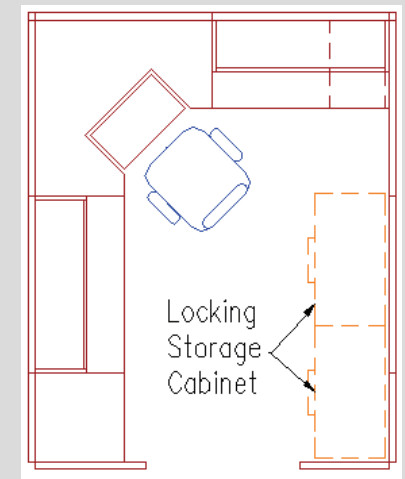
- Three typical plans for workstations are shown at the bottom of this brochure.
- The cost of a space may vary from only having to acquire a storage cabinet to needing all new office furniture. Furnishings may be pulled from the warehouse or purchased. The cost range may be from virtually no cost, if pulled from the warehouse, to several thousand dollars. It is anticipated that most modifications will total approximately \$1,500. The telework mock-ups are located at second floor, Stanford Building—spaces 2078, 2066.02, and 2082 for your review.



**EXAMPLE OF PRIVATE OFFICE
SHARED BY 3 STAFF**
**Size varies-10'x12' is typical
approximately**



**EXAMPLE OF PRIVATE OFFICE
SHARED BY 2 STAFF**
**Size varies-8'x10' is typical
approximately**



**EXAMPLE OF CUBICLE
SHARED BY 2 STAFF**
**Size varies-10'x10' is typical
approximately**