Long-Term Teleworking

Tim Sexton, Sponsor
Duane Hill & Katie Walker, Co-Chairs
Dave Glyer, Project Coordinator
Teleworking Post COVID

Opportunity to learn from our remote-work experience, apply lessons learned, & prepare MnDOT for the future

How can expanded telework post COVID positively impact?

- Recruitment & retention
- Health & wellbeing
- Environment & sustainability
- Travel & transportation
- Space & operations

How do we encourage expanded teleworking post COVID?

July 2020 – March 2021
Long-Term Telework Steering Committee

A diverse internal group charged with recommending to SLT how to maximize potential benefits of teleworking

Long-Term Telework Steering Committee Leadership Team

- Sponsor: Tim Sexton, Assistant Commissioner and Chief Sustainability Officer
- Co-Chair: Katie Walker, Director - Office of Research and Innovation
- Co-Chair: Duane Hill, District Engineer - District One Engineer

Long-Term Telework Steering Committee Members

- Karin van Dyck, Human Resources
- Fatema Haji Taki, Office of Chief Counsel
- Stephen Terhaar, Office of Administration
- Anjali Sakharkar, Office of Maintenance
- Matt Damiani, Division Business Managers
- Jim Close, MnIT @ MnDOT
- Nissa Tupper, Office of Sustainability and Public Health
- Joseph Paquette, Office of Equity and Diversity
- Jen Parshley, Commissioner’s Staff
- Jake Loesch, Communications and Public Engagement
- Steph Fenner, Communications and Public Engagement
- Paul Gronvall, Bridge Office
- Evan Iacoboni, Technology Investment Management
- Quinn Niederleuke, Office of Environmental Stewardship
- Joshua Hoban, District 1 Plan Development
- Shiloh Wahl, District 4 Engineer
- Betty Jo Winterowd, District 3 Human Resources
- Linda Heath, Electrical Services Section
- Peter Harff, ADE - Project Delivery
- Dave Glyer, Office of Research and Innovation
MnDOT’s Goals of Teleworking

“Employer of Choice” & Industry Leader

MnDOT’s Teleworking Goals

Business needs, Productivity, Performance & Customer Satisfaction

Improve the Environment, Family & Community
Communicating with Other Telework Groups

Teleworking Activities

- Short-Term Telework
- Space and Security
- Return to Work
- Long-Term Telework
- DBMs/Employee Work Environment Survey
- Enterprise Telework
Subcommittees examined teleworking through the lens of:

- Human Resources
- Engagement & Communications
- Equity, Diversity & Inclusion
- Space & Workplace Environment
- Transportation & Travel
- Sustainability & Public Health

Steering Committee
### Considerations for developing the recommendations:

- The subject is the problem the subcommittee aims to solve or the opportunity it aims to develop.
- The benefits that this recommendation will bring.
- The risks (issues, concerns and/or obstacles) that need to be considered for the recommendation or what could prevent the success of the recommendation.
- The actions needed to leverage benefits and overcome obstacles for the success of the recommendation.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Benefit</th>
<th>Subject</th>
<th>Risk</th>
<th>Action</th>
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</table>
Recommendations

- Employee Physical Health, Mental Health and General Well-Being
- Future MnDOT Office and Workspace Configuration
- Accommodate Caregivers and Broader Social Groups
- Gather Employee Telework Interest and Preferences
- Reduce Business Travel Emissions
- Technology for Virtual Meetings
- Capitol Complex Commuter Flexibility
- Reduce Copier, Paper, and Toner Usage
- Reduce Facility Energy and Resource Use
- Employee Engagement and Communication Plan
- Recruitment and Retention Through Teleworking
- Improving Employee Health & Wellbeing
- Teleworking Flexibility
- Modern Work Culture Design
- Adopting Best Practices
- System Benefits from Continued Teleworking
- Long-Term Teleworking Recommendations
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- Long-Term Teleworking Recommendations
Each recommendation stands on its own merit but also has direct relationships with other recommendations.

- Choosing to implement one recommendation also forwards the issues being addressed in the others due to this interrelationship.
- Providing direction to continue work on a few of these recommendations will essentially positively impact the hopeful outcome of the other recommendations.
Interconnectedness Map

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- Employee Engagement and Communication Plan
- Recruitment and Retention Through Teleworking
- Improving Employee Health & Wellbeing
<table>
<thead>
<tr>
<th>Recommendations</th>
<th>Subcommittee</th>
<th>Impact</th>
<th>Effort</th>
<th>Cost</th>
<th>Timing</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teleworking Flexibility</td>
<td>Human Resources</td>
<td>High</td>
<td>Medium</td>
<td>Medium</td>
<td>0-6 Months</td>
<td>Cornerstone of many recommendations</td>
</tr>
<tr>
<td>Future MnDOT Office and Workspace Configuration</td>
<td>Space &amp; Workplace Environment</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>18+ Months</td>
<td>MNIT, Resources, Time</td>
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<tr>
<td>Employee Engagement and Communication Plan</td>
<td>Engagement &amp; Communications</td>
<td>High</td>
<td>High</td>
<td>Low</td>
<td>0-6 Months</td>
<td>Perceptions, Culture Change, Bargaining, Equity</td>
</tr>
<tr>
<td>Gather Employee Telework Interest and Preferences</td>
<td>Transportation &amp; Travel</td>
<td>High</td>
<td>Medium</td>
<td>Low</td>
<td>0-6 Months</td>
<td>Links to &quot;Teleworking Flexibility&quot;</td>
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<tr>
<td>Technology for Virtual Meetings</td>
<td>Transportation &amp; Travel</td>
<td>High</td>
<td>Low</td>
<td>Cost Savings</td>
<td>6-18 Months</td>
<td>Communication, Policy</td>
</tr>
<tr>
<td>Capitol Complex Commuter Flexibility</td>
<td>Transportation &amp; Travel</td>
<td>Low</td>
<td>Medium</td>
<td>Low</td>
<td>0-6 Months</td>
<td>Communication, Specific to one location</td>
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Expected Outcomes

- MnDOT leadership culture change to more supportive of telework, remote work and hybrid work.
- MnDOT lead by example in VMT reduction.
- Continued learning regarding effective team building with telework, remote work and hybrid work environment.
- Goal to understand state of industry through COVID research.