

Where Teleworkers Work

Teleworking Away from the Office:

- Home

An in-home designated office space that meets company guidelines.

- Satellite office or telework center

Some employees enjoy using a telework center that's closer to their home than the company office. The space is owned or leased by one or more agencies, and may include approved centers established by state, local or county governments or private sector organizations.

- Hotels or airports

Many of these locations provide Internet access and are ideal for employees who travel often.

Teleworking in the Office:

- Desk sharing

Some employees may share offices and desks. One employee may work in the office on Mondays and Wednesdays, while another assumes the desk on Tuesdays and Thursdays. This can be a formal schedule or a flexible one.

- Hot-desking

On a first come, first-served basis, employees use the first office space that's available to them. They can use passwords to access the company servers and no single office area is dedicated for them specifically.

- Hoteling

Companies set aside empty office space designated for telework employees. Employees make reservations for the dates they need to use an office, and when they arrive the workspace is set up for them. At the end of the reserved time-frame, teleworkers remove their belongings, and the space is ready for the next teleworker who has a reservation.

