



Example - Teleworking and Flexible Work Schedule Survey for Employees

Thank you for taking the time to fill out the this survey. It should take about 10-15 min to complete. Your input is valuable and will help influence the development of the City's long-term teleworking and flexible work schedule policies.

Do you manage staff?

- Yes
- No

How did you primarily commute to work most days pre-COVID?

- Drive Alone
- Carpool or vanpool
- Bus
- Bicycle
- Walk
- Telework
- Scooter/skateboard
- Other-Write In

What is your commute distance in miles between home and work (one-way)?

- Less than 1 mile
- 1-50 miles
- Over 50 miles

Please select which answer best reflects the ability to telework in your job function (before and during COVID).

- My job functions typically allow me to telework pre-COVID and during-COVID
- My job functions typically require me to be in the office, but telework arrangements have been made during-COVID
- My job functions typically require me to be in the field/office regardless of COVID
- My job functions typically require me to be in the field/office however I have ideas how certain job functions can be conducted via telework - please explain

How often did you telework prior to COVID stay-at-home orders?

- Always
- Often
- Sometimes
- Rarely
- Never

Were you interested in teleworking OR teleworking more often pre-COVID?

- Yes
- No

Did you feel supported to telework (pre-COVID) by your manager(s)?

- Yes
- No
- Unsure

Are you concerned about increased exposure to COVID as a result of more people returning to the office?

- Yes
- No
- Unsure

How has teleworking during COVID impacted your physical well-being?

- Very positive
- Somewhat positive
- No impact
- Somewhat negative
- Very negative

How has teleworking during COVID impacted your mental well-being?

- Very positive
- Somewhat positive
- No impact
- Somewhat Negative
- Very negative

Do you consider yourself or someone you care for to be in a high-risk category for COVID based on CDC guidelines?

- Yes
- No

In general, do you have dependent care obligations to manage (children, other individual(s))?

- Yes
- No
- Sometimes

As a result of COVID and stay-at-home orders were you responsible to provide additional levels of dependent care (home-schooling, childcare, medical) other than normal during the work hours?

- Yes
- No

Does managing both dependent care obligations and work cause additional stress to you and/or members of your household?

- Always
- Often
- Sometimes
- Never

In the absence of COVID and stay-at-home orders, do you typically have arrangements for dependent care during work hours (e.g. daycare, school, camp, sitter, home health, etc.)?

- Always
- Often
- Sometimes
- Never

Which response best describes your workspace when teleworking (from home or elsewhere)?

- I have a dedicated home office
- My office is located in a common space in the home
- I work wherever I can get space and privacy
- Other - please specify

When making work calls, while teleworking, I tend to use:

- A personal phone
- A City issued softphone (IP Communicator)
- I don't make calls on behalf of the City

I am comfortable using virtual meeting platforms (MS Teams, Zoom, etc.)?

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree

When teleworking, is your internet generally reliable?

- Always
- Mostly
- Sometimes
- Never

Do you enjoy teleworking?

- Always
- Mostly
- Sometimes
- Never

Do you enjoy working in the office/in the community?

- Always
- Mostly

- Sometimes
- Never

What are the benefits you experience while teleworking? Select all that apply.

- More focused
- More time to be physically active
- Less time getting ready/commuting
- Reducing my commuting carbon footprint
- More time available for family/friends
- Less stress
- Spend less money
- Other (Please be specific and concise)

What are the challenges you experience while teleworking? Select all that apply.

- Not having access to a fully equipped workspace
- Social isolation
- Ability to be productive
- Keeping a regular schedule
- Providing dependent care during work hours
- Home desk ergonomics
- Too many distractions
- Communication with coworkers
- General anxiety
- Virtual meeting fatigue
- Other (Please be specific and concise)

How would you describe your productivity when completing work-related tasks while teleworking versus in the office?

- More productive
- Same level of productivity
- Less productive

I am able to contact my manager easily when teleworking.

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree

Looking forward, in the absence of COVID and stay-at-home orders, what percentage of time would you prefer to telework?

- 0%
- Less than 20%
- 20-40%
- 40-60%

- 60-80%
- 80-100%

How important is it to you for the City to establish a more flexible telework policy for the long-term(beyond COVID) allowing for dependent care while working from home, etc.?

- Extremely Important
- Somewhat important
- Somewhat unimportant
- Unimportant

How would you rank your interest in flexible work hours or days (applies to in-office, in the community or teleworking)?

- Extremely interested
- Somewhat interested
- Somewhat disinterested
- Uninterested

Would having more flexible work schedules and/or telework options make a job more attractive to you as an employee?

- Yes
- Maybe
- No

Please select the option that best describes your physical work space at the City.

- Typically work in a private office
- Typically work in shared office space (cubicles/rooms/public counters)
- Typically work outside of an office
- Combination of office and community work

How important is it to you to have access to an office space to conduct work outside of the home?

- Extremely important
- Somewhat important
- Somewhat unimportant
- Unimportant

Would you be interested in being able to do more training and staff meetings online?

- Yes
- No
- Unsure

Thank You! Thank you for providing feedback on Teleworking and Flexible Work Schedules. A team will review responses and provide results to all participants. We appreciate your completing this survey!