

# THE BENEFITS OF IMPLEMENTING CORE TELEWORK HOURS IN NONPROFIT AGENCIES

*A BENEFIT TO WORKING SINGLE-MOTHERS IN WARD 5  
BETWEEN THE AGES OF 18-65*

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***Abstract***

This research will highlight the benefits that implementing core teleworking hours in the nonfederal workplace will have on working single-mothers in Ward 5 between the ages of 18 – 65 years old. In this study, I will investigate whether or not time, budget, and balance are problem areas that pose a threat to an employer. If nonprofit agencies would implement or increase telework during core hours for their Ward 5 single-mother employees, then it could help alleviate commuting time to and from work for employees and add to the agencies operating hours; increase its agencies operating budget, cutback the need for building space and equipment; as well as provide employees an adequate work-life balance, thus decreasing vehicle and metro traffic in the surrounding area, creating fresher employees during core operating hours; increase agency revenue and create shared space within agencies, and increase the overall health, wellness and productivity of its employees and its employers. This study will include results from surveys to examine employee feedback, employee productivity, and identify other areas that have introduced teleworking and analyze its affect. The research will provide individual experiences, characterize the benefits there of, as well as provide a clearer understanding as to how teleworking increases ones work-life balance. Data collections using surveys will produce accurate and usable results. The data collection can be used to justify budgetary changes, organizational realignments, work reassignments, and an increase in overall employee performance.

The author acknowledges she completed this assignment in the spirit of the Trinity Washington University policy regarding academic honesty and plagiarism.

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## Introduction

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Employees today spend most of their day either at work, traveling to and from work or preparing for work the next day. This time commitment is mandatory because working produces the necessary income to survive. Working is a priority to most employees and often time family, life outside of work, and other commitments take a back seat to it. The time an employee commits to performing the work, traveling to and from work, and preparing for work, takes on average 50% of the 24hour day. This time commitment could have an adverse effect on one's family time, health, appointments, sleep, and a host of other responsibilities.

Employees are the key resources to companies, and its performance; they are the ones that create a successful work environment. They are the ones that conduct the day to day operations, perform the work, provide services to individuals and make decisions that affect the world. Employers are only as successful and their employees and constantly thinking about creative innovative ways to improve moral would make for more effective and efficient employees. It is important that employers consider and implement efforts that encourage employee work/life balance which will increase the loyalty, productivity and dedication to the environment.

According to DC Office of Planning Development Summary (2015) Ward 5 has more than 7 mixed-used Major Projects planned. This increasing development, along with lack of public transportation (Urtz, 2017), and increasing population in cities, the travel time for employees to and from work has increased drastically. When time is added sitting in traffic or traveling to work, it takes away from other areas of an employee's life. When this happens something else on the employees to do list is sacrificed and it is either rescheduled or goes undone. In the beginning, these short-term sacrifices are not viewed as a problem. It is when the short-term sacrifices become a daily routine and the routine then begins to affect the employees other responsibilities.

TriNet (2014) said long commute times can be a burden on workers and affect employee happiness and productivity. Employees who fight traffic in the morning often times do not perform at 100% first thing in the morning. Studies show that "workers who have reduced commuting times are often more productive when they first arrive to work and in the stages prior to leaving" (Work/life balance, 2013).

Employees often need time to get settled and have a cup of coffee or breakfast before they start working for the day. This time is often done after clocking in or logging on for the day which takes time from the working day. Commuting time also alters the time when employees clock in and out for the day. This down time cost the employers money and decreases the amount of productivity

for the day. Increasing congestion in many urban areas has focused attention on telecommuting as a means of reducing both peak period trips and total vehicle miles of travel (VMT) (Fitzgerald and Halliday, 2001).

Included in the agencies budget is the workspace and maintenance. This space requires cleaning, furniture, and equipment for each employee to perform their job. The employees physical work space can be costly to the employer and this cost is incurred whether the employee occupies it or not. On average, the space suggested per employee is 150 square feet, 400 square feet per executive. The amount, times the average cost per square foot of \$46 per month can drain a company's budget (Maddock, 2013). Researchers suggest that telework could reduce the amount of office space that employers require and minimized rental charges for office facilities (Fairweather, 1999). Baruch, (2000) makes it clear that "teleworkers have significantly reduced costs for heating, air-conditioning, car parks and lighting". Studies have also shown that "teleworking reduces employee turnover, which means saving the thousands of dollars it costs to train and hire new staff" (author or agency, 2013, page or section reference for every quote).

When employees are tired and stretched on both ends it affects the work-life balance, as most of their time is spent on work related events. Hughes & Bozionelos, (2007), tell us that work-life balance issues are related to withdrawal attitudes and behaviors. Lack of work-life balance can also be the source of dissatisfied employees who may began to utilize sick leave when in fact they are not really sick but exhausted for the commute. This lack of work/life balance can also affect employee turnover.

For the purpose of this study, I would focus attention on investigating the benefit that time, budget, and balance would have on the employer if core teleworking hours were implemented for Ward 5 single mothers. The employees commute time, line items in the agencies budget and the importance of creating work/life balance should be evaluated in order to keep profit margin high and turnover rate low. Currently, these variables pose a problem for Ward 5 single mothers that work in the non-federal agencies. It is clear that there is a need to look into ways to decrease the time that it takes employees to commute to and from work. This commuting time could actually be spent working which would increase working time for employers. In an effort to address this issue we can consider if the implementation of telework during core hours will decrease commute time for employees and increase fresh employees at earlier start times.

In addition to commuting time, employers spend a bulk of their resources paying for adequate work spaces for their employees. This space either rented or owned comes with a cost and requires maintenance, upkeep and furnishing. Individual employee's workspace could also be

required in addition to the overall space needed for the business to run. This is space needed just for the employees to use while at work. This space is often times unused but still paid for before/after working hours, when employees are on leave or vacation, when the position is not staffed, or the employee is on travel. In an effort to address this issue we can consider how implementing telework during core hours will cut cost for the employer and increase its budget and revenue.

In addition to time and budget the need to improve the employee's work-life balance is a must. Because so much of an employee's time, attention and resources are spent either preparing for work, actually at work, or commuting to and from work it takes a toll on the employee. Employees are either tired, unhealthy, and/or missing out on other parts of their family or personal life. The lack of adequate work-life balance can cause employees to feel pressured and overwhelmed and it could have an effect on the employee's productivity at the work place. In an effort to address the issue of Work-life Balance we can consider if implementing teleworking during core hours will increase family planning, require employees to use less leave and increase employees' physical and mental health.

### **Statement of the Problem**

The first issue we need to consider is the time it takes employees to travel to and from work. According to TriNet (2014), Washington, D.C. metro area has the longest commute time averaging 31.2 minutes. Americans spend more than 100 hours commuting to work each year, according to American Community Survey (ACS) data released by the U.S. Census Bureau. The hours spent commuting exceeds the 80 hours (the two weeks of vacation time) often taken by employees over the course of a year (US Newswire, 2005). A Washington Post poll of residents found that women drive an average of roughly 30-minute to get to work. This same poll revealed that one-third of the women who are commuting, who have children, at home say that daily commuting is getting longer. While D.C. area drivers are seeing less congestion on local roads, they still spend seven more minutes commuting each day than the average American, according to the Census Bureau (Aratani, 2014). Oliviero (2013) stated that teleworking gives employees an extra hour a day in time savings.

Secondly, in addition to time budget is another area posing problems in the non-federal workplace. Research suggests that employers use telework as a means to reduce the cost of office accommodation. Offering telework could be a tool to attract potential employees to an agency. Telework could also aid in the retention of outstanding employees as well as decrease the absentee rate. One of the major motivations for implementing telework is to decrease the expenditure on office accommodation (Maruyama 2012). In addition, teleworking also benefits the employees by reducing cost and adding savings (from gas and wear on tear on the car to not having



to do dry cleaning or eat out) (Oliviero, 2013). Experts also suggest that employers tend to benefit a lot to from the cost saving they gain from decreasing brick and mortar buildings and use teleworking as a way to keep talented employees (Oliviero, 2013).

Finally, the issue of managing the employees work-life balance is increasing in non-profit agencies since work-life balance tensions may reduce performance, overall job satisfaction and finally, increase the fluctuation rate (Kollinger-Santer, & Fischlmayr, 2013). Studies also show that “women undergo significantly higher levels of work-life conflicts than men” (Lundberg, 1996, as cited in Kollinger-Santer, & Fischlmayr, 2013, p. \_\_). In addition, “workers who travel between 30 and 60 minutes daily have significantly higher levels of sleep deprivation and exhaustion” (The Advertiser, 2013). Lengthy commutes can effect women's health and stress levels; growing research shows that women feel the impact more than men when it comes to commuting stress (Aratani, 2014). Baruch, (2000) tells us that “teleworking improves employee's psychological well-being by avoiding roadway congestion; it saves time for alternative use or enjoyment and improves morale and decrease absenteeism by increasing one's physical proximity to schools, child care, and enabling the employee to conduct home-related business during lunch.

If agencies would implement/increase teleworking options during core hours for its Ward 5 employees, then it would help alleviate commuting time to and from work for employees and add to the agencies operating hours; increase its department operating budget, cutback the need for building space and equipment; and provide employees an adequate work-life balance. It would also decrease vehicle and metro traffic in the surrounding area, creating more vibrant employees during core operating hours; increase agency revenue and create shared space within agencies, and increase the overall health, wellness and productivity of its employees and its employers.

## Objective

The purpose of this research is to identify and highlight how Ward 5 single-mothers would benefits if core teleworking hours were implemented in the nonfederal workplace. This study will provide data that charts employees’ feedback, high areas of interest, productivity, show areas needing improvement, and include results of a trial run. Teleworking for Ward 5 residents would also help decrease vehicle and metro traffic in the surrounding areas. It would also show how agencies can cut back cost for transit subsidy and building expenses. Data collections using surveys be performed to show accurate and usable results. The data collection can be used to justify budgetary changes, organizational realignments, and work reassignments.

## Research Questions

In this study a Post-positive approach will be used to examine why time, budget and balance should be given major consideration in the nonfederal workplace for ward 5 single-mothers. A survey instrument was created to show relationships and help characterize a given population by numerical responses to questions regarding implementing/increasing core teleworking hours in the nonfederal workplace for ward 5 single mothers. The questions were standard and were not asked based on the previous answers provided by the participant. The survey questions I used provided numerical data in order to categorize responses collected to ask the questions. The analysis of the data will be used to “measure things through examination of mathematical values on variables” (Remler, & Van Ryzin, 2015, p. \_\_\_). That data collected will also be used to evaluate figures for profit and used to identify independent and dependent variables. Employing a quantitative research method will produced mathematical data, number summaries, structured statistics, and can be used also for post and pre-measurable. The advantages of conducting quantitative research is that the responses will be non-bias, relevant, reflective of true experiences, provide measurable numbers which can be compared with each other and they are appropriate to test results. First, I will discuss general research questions that will be use to gain basic knowledge about teleworking in the work place. Second, I will share how I will use surveys as the research design to collect the data. Next, I will outline the population I used to collect the data. Then, I will describe ethics and the rights the participants have when participating in the study. Final, I will provide a few questions that will be used in the survey. With the following questions I will investigate whether employers and the employees will benefit if core telework hours are implemented in the workplace for Ward 5 residents.

### Research question one

Do employees benefit if core telework hours are implemented in the nonfederal workplace for Ward 5 single-mothers?

#### *Null hypothesis one*

Employees will not benefit if core telework hours are implemented in the nonfederal workplace for Ward 5 single-mothers.

#### *Alternate hypothesis one*

Employees will benefit if core telework hours are implemented in the nonfederal workplace for Ward 5 single mothers.

### **Research question two**

Will implementing core telework hours in the nonfederal workplace for Ward 5 single-mothers improve employees' work-life balance?

#### ***Null hypothesis two***

Implementing core telework hours in the nonfederal workplace for Ward 5 single-mothers will not improve employees' work-life balance.

#### ***Alternate hypothesis two (Ha2a)***

Implementing core telework hours in the nonfederal workplace for Ward 5 single-mothers will improve employees' work-life balance.

#### ***Alternate hypothesis two (Ha2b)***

Implementing core telework hours in the nonfederal workplace for Ward 5 single-mothers will add to the employees work-life balance.

### **Research question three**

Will implementing core telework in the nonfederal workplace for Ward 5 single-mothers increase company savings and produce higher performing employees?

#### ***Null hypothesis three***

Implementing core telework in the nonfederal workplace for Ward 5 single-mothers will not increase company savings and produce higher performing employees.

#### ***Alternate hypothesis three***

Implementing core telework in the nonfederal workplace for Ward 5 single-mothers will increase company savings and produce higher performing employees.

## **Research Design**

In this section, I will explain how I will conduct the study. I will understand and exam the viewpoints and outlooks of the benefits that implementing core telework hours in the workplace would provide for ward 5 single mothers. Since this study is geared around humans and human react differently in different situations I want to look at this study from the Postpositivist Worldview. The Postpositivist Worldview will allow me to test my theory, based on the positive effects of the bias, based on human conjectures. The Postpositivist Worldview examines the relationship of the established variables and "identifies and assess the causes that influence the outcomes" (Creswell, 2014, p. 7).

It is through the postpositivist worldview that I will be able to understand exactly how, and in what ways, the implantation of teleworking would affect the lives of ward 5 single mothers directly. It is this worldview that will allow me to see their “reality that exists out there in the world” (Creswell, 2014, p. 7).

The postpositivist worldview is critical in this study because it supports my desire to start with a theory, then collect data that will either support or refute my theory, and then make revisions or conduct additional test if needed (Creswell, 2014, p. 7). The choice of this worldview is vital to the outcome of my research because it supports clearly the need for understanding relationships, maintaining relevancy and supports the need for change if the data is valid and reliable.

I gathered quantitative data through survey research with surveys that I prepared. These surveys have specific close-ended nominal, ordinal, and scaled questions to test my theoretical framework. It provided the hard numbers needed to describe the opinions and trends of sample population of Ward 5 residents. First, I created the survey free of leading questions, using rating scale, multiple choice, categories, yes/no, true/false and other answers that can be defined by numbers. Next, I gathered the informed consent of all persons who expressed an interest in participating and contact them personally. At that time, I further explained the purpose of the study, reviewed my expectations of them, informed them of their rights and risk, and explained how I will ensure and protect the information they shared with me. Once I confirmed their interest in participating in the study, I sent a confirmation email that includes the consent form for signature through google forms via email.

I also asked if participants would like to receive a paper copy that they would send me a self-addressed stamp envelop so that it could be to their desired location. Informed consent was printed at the top of each survey to provide all pertinent information and the virtual/personal signatures will be obtained. I provided the participants with a paper copy survey and also provide a pen for all the face to face participants to use. This insured that all the ink is the same color and that no surveys could be separated nor could the participants can be identified because of the color ink used. I did not monitor the participants who are taking the surveys, in my presence, nor take notes as it may cause intimidation. For those participants who wish to participate but not do so face to face, I sent the survey to them via email, or by using Google Forms. Once each person had completed the survey I verbally thanked them for their time, or responded by email. I followed up by sending each participant a thank you email with my contact information just in case they desire a copy of the study once completed.

### **Assumptions and Limitations**

This study on implementing teleworking hours in nonfederal agencies concentrated specifically on single mothers (females) who live in Ward 5 who are between the ages of 18 and 65. Anyone outside of that demographic was disqualified from participating in the research survey. The research needed for this study was limited due to the timeframe allotted to obtain participants to take the surveys. The data obtained from the recommended target population was below the recommended number of surveys subjected. This research was conducted with the intention to produce the most efficient results to carry out the research goals within given limitations.

In this study, I sought to examine and group patterns to confirm the benefits of implementing core telework hours in the workplace would have on Ward 5 single mothers. In an effort to obtain unbiased results, show cause and effect, provide relevant information and ensure the validity and reliability of my research approached at this study from a Postpositivist world view. The Postpositivist worldview acknowledges the human involvement but reminds us not to flaw the experience with human bias. I am able to see the potential affects independent variables might have on dependent variables by using quantitative research. Numerical data can be charted, calculated and they can place value on participant's answers. My hypothesis might not be proven, it is through the use of quantitative methods as a testing tool, that I can define the failures of the hypothesis. Using quantitative methods, through closed-ended questions, I will help validate relationship among the variables.

### **Participants**

For this study, I will recruit single-mothers who work for non-federal agencies and live in Ward 5. The participants will range between the ages of 18 and 65, females of all ethnic backgrounds. I will gain access to a random sample size people through local places throughout the community such as grocery stores, libraries, community meetings, referrals, neighbors and social media. I would start with neighbors, and ask for recommendations of people that they know who might be interested and meet the criteria for the study. The sample size determined for my study is 377, which is based from the following: The Ward 5 population is 74,308 minus 34,949 (47% Male population) minus 21,267 (54% families headed by other than single mother) = 18,092, with a margin of error of 5%, and a confidence level of 95% and a response distribution of 50% (Raosoft, 2016).

### **Ethical Considerations**

Prior to the participating in the survey participants will be provided with a statement of information regarding the procedure and purpose of the study and will be informed on how the

results will be shared. The statement was also be in a language catered to the participant to ensure they comprehend the information. Each participant will also be made aware of the risks, privacy, data confidentiality, anonymous data, and identifiable information. Since all of the individuals are volunteering to participate if anyone does not wish to give consent they have a choice not to participate. Participation in the study is completely optional. Any participant that does not wish to give consent or withdraw from the survey may choice not to participate at any time. Online participants who chose to withdraw participation may choose to exit out of the survey at any time without hesitation or repercussion. Any participant who is taking a paper survey that chooses to withdraw participation may stop the survey at any time. If that should occur, those surveys with be marked with an **X (in permanent ink)** and shredded. Those surveys will not be counted in the results but will be kept and not discarded, unless requested by the participant. All surveys will be stored in a locked file cabinet, accessible by only myself and an approved Trinity staff, for no less than 3 years after the completion date of the study, after which they will be destroyed.

I foresee minimal risk to participants. There will be no risk of physical harm associated with this study. The potential for minor emotional risk does exist. This emotional risk may be triggered by the questions being asked on the survey or when being asked to formulate a response. If these emotions should occur, the participant has the option to skip to the next question without providing an answer or exit out of the survey completely. In an effort to keep this risk at a minimum, I would ask that the participants do not share their responses or participation in the study. If any participant feels that the questions being asked on the survey should be reevaluated or cause deep emotional distress, participants can feel free to contact my advisor. There are no legal, social, or economic implications associated with this study. All information shared with me will be kept confidential.

## Theory

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The participants in this study are ward 5 single mothers and I am examining how the decisions of their employers impact their lives. Therefore, I am choosing to conduct the research from a sociological perspective. It is through the sociology lens that I am able to identify the reality of family and society, accept their existence and see how it affects the employees' behavior. In this study, I will examine the human behavior of the employee and identify the connections between them and their employers. Here, I want to highlight how time, budget and balance, are individually important in the lives of Ward 5 single mothers; and show that each area is needed in order to create and maintain stability.

## Functionalist Perspective

The theory that I will use is the functionalist perspective, also known as functionalism. It was developed by Emile Durkheim, and its focus is on the macro-level of social structure vs. the micro level. Other notable theorists include Herbert Spencer, Talcott Parsons, and Robert K. Merton. Emile Durkheim was interested in understanding how society remains stable and how social order is at all possible. This theory indicates that “each aspect of society is interdependent and contributes to society's functioning as a whole” (Zgourides & Zgourides, 2000, p. \_\_). As applied to my study, this theory holds that I expect my independent variables of time, budget, and balance to influence or explain the dependent variable of the need to implementing core teleworking hours for ward 5 single mothers because it will create a relationship between the two parts and show how each the aspects of society are functional.

That is, the employee is dependent upon its nonfederal employee to implement core teleworking hours so that it will decrease their commuting time, save money and increase they work/life balance. If this does not happen, the employee must adapt to longer commute times, increase budget and juggling family and work. The employers must also adapt to later start times, higher agency budget and the employees use of leave to handle non-work related issues. The ability to adapt is necessary on both parts in order to remain productive and maintain stability. This perspective is important because it is here that we see that importance of doing what is best for society and the employee, as a whole.

## Theoretical Framework

In this research, I examine the relationship between one dependent variable, three independent variables and one moderating variable. We will examine how, if any, one affects the others and see that the success of the independent variables are heavily predicated upon the dependent variable.

### Implementation of Telework Hours - Dependent variable

In the dependent variable if the Ward 5 single-mothers According to the Telework Enhancement Act of 2010,

Telework is a work arrangement that allows and employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work but does not include any part of work done while on official travel or mobile work (p. \_\_).

This dependent variable will be vital in this study because it is the key to the successfulness of the independent variables.

### **Time - independent variable one**

According to The Strong Case for Working Remotely, "it improves employee satisfaction: Freed from the rat race of the long commute, teleworkers can more easily find a balance between work and life - and the time they would have spent stuck in traffic jams can be used to work for the company" (2013). Martino (2004) states that "urban traffic congestion can cause personal stress, delays and corporate productivity losses; general commuting, particularly in peak-hour congestion, is a major source of air pollution" (p. \_\_). Fitzgerald and Halliday (2001) "states that increasing congestion in many urban areas has focused attention on telecommuting as a means of reducing both peak period trips and total vehicle miles of travel (VMT)" (p. \_\_). Implantation of teleworking lessens the need to commute to the regular workplace. It reduces vehicle miles travelled and lessens traffic congestion.

### **Budget - independent variable two**

Some of the benefits of teleworking are growth and sustainable development; it "allows companies to occupy less space and control the fixed overhead costs of their installations creates more profits and a spill-over effect for the economy" (Martino, 2004, p. \_\_). Businesses create shared space with equipment at the tele centers, and the cost is shared amongst employers paying a fee for workstation user; another advantage of tele centers is they opportunity to create incubators for multiple forms of teleworking (Baruch, 2000). Maruyama (2012) asserts that telework also makes for a more attractive work environment for potential employees, lowers the amount of absenteeism, and can decrease employee turnover.

### **Balance - independent variable three**

Telecommuting offers an environment conducive to concentrated work effort with fewer disruptions than the normal workplace, telecommuters frequently report significantly increased productivity while telecommuting (Buckinger et al., 1997). Teleworking offers a balance between professional and personal life. Teleworking provides an employee's ability to "control, predict and absorb change in work and family roles by eliminating commuting time to the office (Higgins et al, as cited in Johnson, 1999). Teleworkers may work harder than those stationed at the central office because of the lack of face-to-face interaction (Cowell & Dunn, 2006). According to U.S. Newswire (2005) and ILO Newsroom (2013)

It also substantially reduces unscheduled absences - by an average of 63 per cent.  
One of the underlying reasons may be that many employees who call in sick are not



ill at all but they do so because of family issues, personal needs, and stress. Flexible hours give teleworkers a chance to handle family duties, run errands, or schedule appointments without losing a full day of work (p. \_\_).

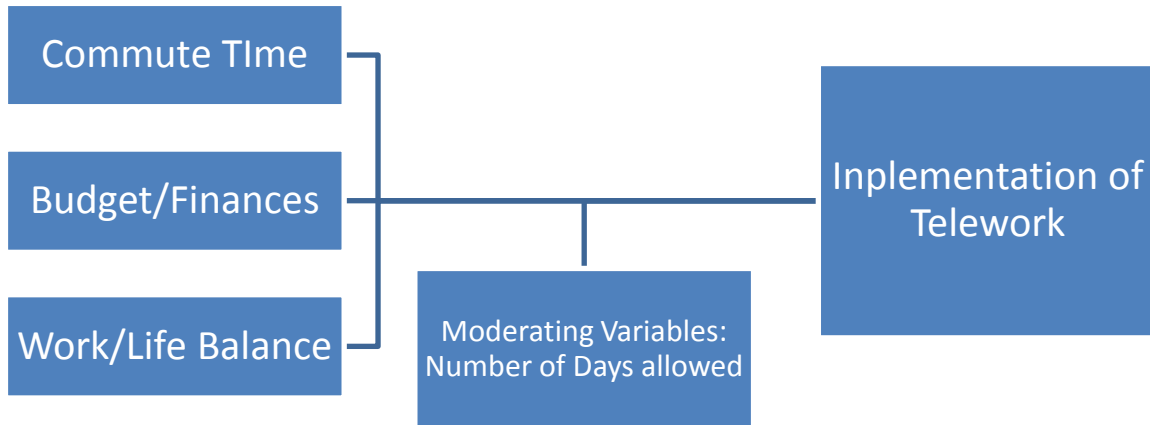


Figure 1. The theoretical model of implementing core telework hours in nonfederal agencies for Ward 5 single mothers.

The theoretical model of implementing core telework hours in nonfederal agencies for Ward 5 single mothers.

## Analysis

Once all of the participant responses were collected, the data was then entered into IBM SPSS Statistics 21 for analysis. Through analyzing the data collected, I examined what relationship are defined and obtain a clear understanding of the feels and thoughts of the participants. Several test will be conducted to determine associations, frequency and variance, strength, levels of significance and relationship between different variables. The tests performed included: frequency, Pearson's correlation and one sample t-test.

## Sample

In order to determine the demographics responses of the participants, the frequency test was run to show how often each value occurred in the data set (Szafran, 2012). The expected sample size was 377 and the actual number of respondents was 93, which changes the margin of error to 10.41 at a 95% confidence interval. The data was collected from a total of 93 participants, 93 females (100%), and 86 (92%) parents. The participants were age 18 and 65 and 85 (90%) were residents of Ward 5, Washington, DC. Of the 93 participants, 3 (3.1%) were married, 61 (65%) were single, 24 (26%) were divorced, 4 (4%) widows. Of the 93 participants 80 (85%) were none district or

federal government and 13 (14%) work for either the district of federal government. All participants completed the informed consent form and the survey online between the dates of March 27th and April 19, 2017.

Table 1. *Frequency: Parental status.*

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	86	91.5	92.5	92.5
	2	7	7.4	7.5	100.0
	Total	93	98.9	100.0	
Missing	System	1	1.1		
Total		94	100.0		

Table 2. *Frequency: Age*

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	93	98.9	98.9	98.9
	2	1	1.1	1.1	100.0
	Total	94	100.0	100.0	

Table 3. *Frequency: Ward 5*

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	85	90.4	91.4	91.4
	2	8	8.5	8.6	100.0
	Total	93	98.9	100.0	
Missing	System	1	1.1		
Total		94	100.0		

Table 4. *Frequency: Marital status.*

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	3	3.2	3.2	3.2
	2	61	64.9	65.6	68.8
	3	24	25.5	25.8	94.6
	4	4	4.3	4.3	98.9
	5	1	1.1	1.1	100.0
	Total	93	98.9	100.0	
Missing	System	1	1.1		
Total		94	100.0		

Table 5. *Frequency: Government employees.*

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1	13	13.8	14.0	14.0
	2	80	85.1	86.0	100.0
	Total	93	98.9	100.0	
Missing	System	1	1.1		
Total		94	100.0		

## Data Analysis and Coding

In the data analysis, I gain a comprehensive explanation of why core telework hours should be implemented for ward 5 single mothers, in the nonfederal workplace. Here you will see the answers of the surveys given numerical values and put into data sets. The data collected will show how other life factors play a part in the lives of ward 5 single mothers. I will identify and explain how effective multiple independent variable are and show positive or negative correlation.

### Pearson's Correlation

Pearson's Correlation was used to measure the association between two variables (Szafran, 2012). This study aimed to highlight how the independent variable affected the dependent variable. We will look for strength and significance of the relationships using the following: Pearson's  $r$  measures the strength of relationship between two variables and significance, or the  $p$  value indicate the probability of the null condition, where values above .05 are significant for the null. The results in Table 4 indicate there is a moderate relationship between the commute time and those who use leave for respondents (.309, 93, .002). It is a moderate positive relationship and is very significant. There is another moderate relationship between the desire to telework and the commute time for respondents (-.292, 93, .004). It is a moderate negative relationship and is very significant. There is a weak relationship between those who use leave and the desire to telework for respondents (-.096, 93, .361). It is a weak negative relationship and has low significance.

Table 4. *Correlations: 1 of 3.*

		desire to	commute time	use leave
desire to	Pearson Correlation	1	-.292**	-.096
	Sig. (2-tailed)		.004	.361
	N	93	93	93
commute time	Pearson Correlation	-.292**	1	.309**
	Sig. (2-tailed)	.004		.002
	N	93	94	94
use leave	Pearson Correlation	-.096	.309**	1
	Sig. (2-tailed)	.361	.002	
	N	93	94	94

\*\* . Correlation is significant at the 0.01 level (2-tailed).

The results in Table 5 show there is a moderate relationship between the commute time and those who use leave for respondents (.309, 94, .002). It is a moderate positive relationship and is very significant. There is also a moderate relationship between the desire to telework and the commute time for respondents (-.292, 94, .004). It is a moderate negative relationship and is very significant). Another moderate relationship between the desire to telework and the sleep times for respondents (.292, 94, .005). It is a moderate positive relationship and is significant. There is a moderate relationship between the desire to telework and families that suffer for respondents (-.324, 94, .000). It is a moderate negative relationship and is very significant. There is a relationship between the commute time and sleep times for respondents (-.222, 94, .031). It is a low negative relationship and is significant. There is a strong relationship between the commute time and families that suffer for respondents (.371, 94, .000). It is a strong positive relationship and is very significant. There is a strong relationship between the commute time and day end times for respondents (.433, 94, .000). It is a strong positive relationship and is very significant.

There is a moderate relationship between those who use leave and feel overwhelmed for respondents (-.244, 94, .018). It is a moderate negative relationship and is significant. There is a moderate relationship between those who use leave and sleep times for respondents (-.277, 94, .007). It is a moderate negative relationship and is very significant. There is a strong relationship between those who use leave and families that suffer for respondents (.494, 94, .000). It is a strong positive relationship and is very significant. There is a strong relationship between those who use leave and day end times for respondents (.495, 94, .000). It is a strong positive relationship and is very significant. These is a moderate relationship between those who feel overwhelmed and days

end time for respondents (-.320, 94, .002). It is a moderate negative relationship and is very significant. There is a moderate relationship between sleep times and days end time for respondents (-.251, 94, .015). It is a moderate negative relationship and is significant. There is a strong relationship families that suffer and day end times for respondents (.466, 94, .000). It is a strong positive relationship and is very significant.

Table 5. Correlations: 2 of 3.

		desire to	commute time	use leave	overwhelmed	sleep	family suffer	day end
desire to	Pearson Correlation	1	-.292**	-.096	-.064	.292**	-.324**	-.118
	Sig. (2-tailed)		.004	.361	.544	.005	.002	.260
	N	93	93	93	93	93	93	93
commute time	Pearson Correlation	-.292**	1	.309**	-.118	-.222*	.371**	.433**
	Sig. (2-tailed)	.004		.002	.256	.031	.000	.000
	N	93	94	94	94	94	94	94
use leave	Pearson Correlation	-.096	.309**	1	-.244*	-.277**	.494**	.495**
	Sig. (2-tailed)	.361	.002		.018	.007	.000	.000
	N	93	94	94	94	94	94	94
overwhelmed	Pearson Correlation	-.064	-.118	-.244*	1	.059	-.088	-.320**
	Sig. (2-tailed)	.544	.256	.018		.575	.400	.002
	N	93	94	94	94	94	94	94
Sleep	Pearson Correlation	.292**	-.222*	-.277**	.059	1	-.481**	-.251*
	Sig. (2-tailed)	.005	.031	.007	.575		.000	.015
	N	93	94	94	94	94	94	94
family suffer	Pearson Correlation	-.324**	.371**	.494**	-.088	-.481**	1	.466**
	Sig. (2-tailed)	.002	.000	.000	.400	.000		.000
	N	93	94	94	94	94	94	94
day end	Pearson Correlation	-.118	.433**	.495**	-.320**	-.251*	.466**	1
	Sig. (2-tailed)	.260	.000	.000	.002	.015	.000	
	N	93	94	94	94	94	94	94

\*\* . Correlation is significant at the 0.01 level (2-tailed).

\* . Correlation is significant at the 0.05 level (2-tailed).

The results in Table 6 show there is a moderate relationship between commuting times and sleep times for respondents (-.277, 94, .007). It is a moderate negative relationship and is very significant. There is a strong relationship between the commute time and day end times for respondents (.433, 94, .000). It is a strong positive relationship and is very significant. There is a

moderate relationship between those who use leave and feel overwhelmed for respondents (-.244, 94, .018). It is a moderate negative relationship and is significant.

Table 6. *Correlations: 3 of 3.*

		commute time	use leave	overwhelmed	sleep	family suffer	day end	telework?
commute time	Pearson Correlation	1	.309**	-.118	-.222*	.371**	.433**	-.025
	Sig. (2-tailed)		.002	.256	.031	.000	.000	.813
	N	94	94	94	94	94	94	93
use leave	Pearson Correlation	.309**	1	-.244*	-.277**	.494**	.495**	.279**
	Sig. (2-tailed)	.002		.018	.007	.000	.000	.007
	N	94	94	94	94	94	94	93
overwhelmed	Pearson Correlation	-.118	-.244*	1	.059	-.088	-.320**	-.164
	Sig. (2-tailed)	.256	.018		.575	.400	.002	.116
	N	94	94	94	94	94	94	93
Sleep	Pearson Correlation	-.222*	-.277**	.059	1	-.481**	-.251*	-.272**
	Sig. (2-tailed)	.031	.007	.575		.000	.015	.008
	N	94	94	94	94	94	94	93
family suffer	Pearson Correlation	.371**	.494**	-.088	-.481**	1	.466**	.069
	Sig. (2-tailed)	.000	.000	.400	.000		.000	.511
	N	94	94	94	94	94	94	93
day end	Pearson Correlation	.433**	.495**	-.320**	-.251*	.466**	1	.261*
	Sig. (2-tailed)	.000	.000	.002	.015	.000		.012
	N	94	94	94	94	94	94	93
telework?	Pearson Correlation	-.025	.279**	-.164	-.272**	.069	.261*	1
	Sig. (2-tailed)	.813	.007	.116	.008	.511	.012	
	N	93	93	93	93	93	93	93

\*\* . Correlation is significant at the 0.01 level (2-tailed).

\* . Correlation is significant at the 0.05 level (2-tailed).

### *One-sample t- tests*

One sample t-test were used to test the hypothesis of the research through the three research questions of this study. The result for RQ1 are shown in table 7. In the One-Sample Statistic and One-Sample Test we see who would benefit if teleworking was implemented. The results of the hypothesis test for if the employee would benefit if core teleworking hours were implemented in the nonfederal workplace for ward 5 single mothers is reported (17.497, 94, .000).

The null hypothesis for RQ1 said that the mean would be 2, but the sample mean here is 2.86, with the p-value of .000. The sample here support the hypothesis.

Table 7. One-sample t- test statistics: 1 of 3.

	N	Mean	Std. Deviation	Std. Error Mean
who benefits	94	2.86	.477	.049

Table 8. One sample t- tests: 1 of three.

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
who benefits	17.497	93	.000	.862	.76	.96

The result for RQ2 are shown in table 8. In the One-Sample Statistic and One-Sample if implementing core telework hours would improve employees' work-life balance. The results of the hypothesis test for will implementing core telework hours in the workplace for Ward 5 single-mother improve employees' work-life balance is reported (28.238, 94, .000). The null hypothesis for RQ2 said that the mean would be 1, but the sample mean here is 4.49, with the p-value of .000. The sample here support the hypothesis.

Table 9. One-sample t- test statistics: 2 of 3.

	N	Mean	Std. Deviation	Std. Error Mean
single mother	94	4.49	1.198	.124

Table 10. One-sample t- test: 2 of 3.

	Test Value = 1					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
single mother	28.238	93	.000	3.489	3.24	3.73

The result for RQ3 are shown in table 9. In the One-Sample Statistic and One-Sample if implementing core telework hours would mother increase company savings and produce higher performing employees. The results of the hypothesis test will implement core telework in the workplace for Ward 5 single-mother increase company savings and produce higher performing employees is reported (24.224, 94, .000). The null hypothesis for RQ3 said that the mean would be 1, but the sample mean here is 4.26, with the p-value of .000. The sample here support the hypothesis.

Table 11. One-sample t- test statistics: 3 of 3.

	N	Mean	Std. Deviation	Std. Error Mean
company savings	94	4.26	1.303	.134

Table 12. One-sample t- test: 3 of 3.

	Test Value = 1					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
company savings	24.224	93	.000	3.255	2.99	3.52

### Multiple Regressions

Discuss your intent with the regressions and the measure of significance. Then include a discussion of regressions in Tables 13-16.

Table 13. *Regressions: Variables, Commute time \* family suffers.*

Variables Entered/Removed <sup>a</sup>			
Model	Variables Entered	Variables Removed	Method
1	family suffer <sup>b</sup>	.	Enter

a. Dependent Variable: commute time

b. All requested variables entered.

Table 14. Regressions: Model summary, Commute time \* family suffers.

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.371 <sup>a</sup>	.138	.128	.900

a. Predictors: (Constant), family suffer



Table 15. *Regressions: ANOVA, Commute time \* family suffers.*

Model		Sum of Squares	df	Mean Square	F	Sig.
1	Regression	11.870	1	11.870	14.670	.000 <sup>b</sup>
	Residual	74.439	92	.809		
	Total	86.309	93			

a. Dependent Variable: commute time

b. Predictors: (Constant), family suffer

Table 16. *Regressions: Coefficients, Commute time \* family suffers.*

Model		Unstandardized Coefficients		Standardized Coefficients	t	Sig.
		B	Std. Error	Beta		
1	(Constant)	1.701	.296		5.753	.000
	family suffer	.275	.072	.371	3.830	.000

a. Dependent Variable: commute time

Missing: Discussion of regressions in Tables 17-20.

Table 17. *Regressions: Variables, Desire to use telework \* single mother.*

Model	Variables Entered	Variables Removed	Method
1	single mother <sup>b</sup>	.	Enter
a. Dependent Variable: desire to			
b. All requested variables entered.			

Table 18. *Regressions: Model summary, Desire to use telework \* single mother.*

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.256 <sup>a</sup>	.066	.055	.303

a. Predictors: (Constant), single mother

Table 19. *Regressions: ANOVA, Desire to use telework \* single mother.*

Model		Sum of Squares	Df	Mean Square	F	Sig.
1	Regression	.586	1	.586	6.400	.013 <sup>b</sup>
	Residual	8.338	91	.092		
	Total	8.925	92			

a. Dependent Variable: desire to

b. Predictors: (Constant), single mother

Table 20. *Regressions: Coefficients, Desire to use telework \* single mother.*

Coefficients <sup>a</sup>						
Model		Unstandardized Coefficients		Standardized Coefficients	t	Sig.
		B	Std. Error	Beta		
1	(Constant)	1.405	.122		11.544	.000
	single mother	-.066	.026	-.256	-2.530	.013

a. Dependent Variable: desire to

Missing: Discussion of regressions in Tables 21-24.

Table 21. *Regressions: Variables, Telework \* use of leave.*

Model	Variables Entered	Variables Removed	Method
1	use leave <sup>b</sup>	.	Enter

a. Dependent Variable: telework?

b. All requested variables entered.

Table 22. *Regressions: Model Summary, Telework \* use of leave.*Table 23. *Regressions: ANOVA, Telework \* use of leave.*

Model		Sum of Squares	df	Mean Square	F	Sig.
1	Regression	1.176	1	1.176	7.679	.007 <sup>b</sup>
	Residual	13.942	91	.153		
	Total	15.118	92			

a. Dependent Variable: telework?

b. Predictors: (Constant), use leave

Table 24. *Regressions: Coefficients, Telework \* use of leave.*

Model		Unstandardized Coefficients		Standardized Coefficients	t	Sig.
		B	Std. Error	Beta		
1	(Constant)	1.562	.094		16.663	.000
	use leave	.113	.041	.279	2.771	.007

a. Dependent Variable: telework?

## Discussion

The purpose of this study was to test the hypothesis that implementing core teleworking hours in the nonfederal workplace would benefit Ward 5 single mothers. In this section, I will use the results in the one-sample t-test to reject the null hypothesis and accept the hypothesis or vice versa. Finally, I will make recommendations based on the results of the responses in Pearson's correlation, t- tests, and multiple regressions.

## Research Questions

I will analyze the results to determine if employees will benefit if core telework hours are implemented in the nonfederal workplace for Ward 5 single mothers.

### Research question one

Do employees benefit if core telework hours are implemented in the nonfederal the workplace for Ward 5 single mothers?

#### *Null hypothesis one (H<sub>01</sub>)*

Employees will not benefit if core telework hours are implemented in the nonfederal the workplace for Ward 5 single mothers.

#### *Alternate hypothesis one (H<sub>a1</sub>)*

Employees will benefit if core telework hours are implemented in the nonfederal the workplace for Ward 5 single mothers.

Based on the One Sample t-test found in Table 7, I can reject the null hypothesis and accept the alternate hypothesis that employees will benefit if core telework hours are implemented in the nonfederal the workplace for Ward 5 single mothers. The results of the survey support my literature findings based on the coding results (17.497, 94, .000). The null hypothesis for RQ1 said that the

mean (test value) would be 2, but the sample mean here is 2.86, with the p-value of .000 and mean difference of .862.

### **Research question two**

Will implementing core telework hours in the workplace for Ward 5 single-mother improve employees' work-life balance?

#### ***Null hypothesis two (H02)***

Implementing core telework hours in the workplace for Ward 5 single-mother will not improve employees' work-life balance.

#### ***Alternate hypothesis two (Ha2a)***

Implementing core telework hours in the workplace for Ward 5 single-mother will improve employees' work-life balance.

#### ***Alternate hypothesis two (Ha2b)***

Implementing core telework hours in the workplace for Ward 5 single-mother will add to the employees work-life balance.

This question is asked to learn if there are other benefits to teleworking for the employee.

Based on the One Sample t-test found in Table 8, I can reject the null hypothesis and accept alternate hypotheses Ha2A and Ha2b that implementing core telework hours in the workplace for Ward 5 single-mothers will improve and add to the employees work-life balance. The results of the survey support my literature findings based on the coding results (28.238, 94, .000). The null hypothesis for RQ2 said that the mean (test value) would be 1, but the sample mean here is 4.49, with the p-value of .000, and mean difference of 3.489.

### **Research question three**

Will implementing core telework in the workplace for Ward 5 single-mother increase company savings and produce higher performing employees?

#### ***Null hypothesis one (H03)***

Implementing core telework in the workplace for Ward 5 single-mother will not increase company savings and produce higher performing employees.

***Alternate hypothesis one (H3):***

Implementing core telework in the workplace for Ward 5 single-mother will increase company savings and produce higher performing employees.

Based on the One Sample t-test found in Table 9, I can reject the null hypothesis and accept the alternate hypothesis that implementing core telework in the workplace for Ward 5 single-mother will increase company savings and produce higher performing employees. The results of the survey support my literature findings based on the coding results (24.224, 94, .000). The null hypothesis for RQ3 said that the mean (test value) would be 1, but the sample mean here is 4.26, with the p-value of .000, and mean difference of 3.255.

**Conclusions**

This research was initiated to examine the benefits that the implementation of core teleworking in nonfederal agencies would have on Ward 5 single mothers. The participants provided supporting data that coincided with the literature therefore validating the theory. There are numerous benefits to implementing core telework hours but the effects of time, balance and budget were that variables we chose to examine in this study. This research showed that 91.4% of ward 5 single mother agreed that both the employee and the employer would benefit if telework opportunities were implemented in their nonfederal work place.

If core telework hours are implemented in the nonfederal workplace, it would significantly reduce the amount of time it takes ward 5 single mothers to commute to and from the office. In addition, it would reduce the amount of fuel they consume, thus saving them money on gas and public transportation. This research showed that 86.9% of ward 5 single mother spend more than 20 minutes commuting to and from work each day and 62.5% have longer than 40 minuet commutes each day. Studies have shown that telecommuting has reduced commuter traffic in Metro D.C. because 11% of its daily commuters began teleworking part-time between 2001 and 2013. Despite the 13% growth in population and 2% employment increase between 2007 and 2014 Metro ridership has actually decreased by 4% (Parris, 2016).

Implementation of core telework hours in the nonfederal workplace, would reduce the cost employers pay for workstations and office spaces to employee for ward 5 single mothers. Data in this research showed that 97.9% of ward 5 single mothers would be able to perform their day to day duties without distractions if they were allowed to telework. This reassurance adds a budgetary benefit to the employer by being able to lower the cost of heating, cooling, and lighting that is

associated with building space. Ward 5 single mothers would benefit financially by cutting back on dry cleaning bills, eating out, gas and car maintenance (Oliviero, 2013).

Finally, the need for work/life balance is vital for Ward 5 single mothers as it will create motivated and productive employees. Teleworking will provide the extra time needed to allow Ward 5 single mothers a way to create a balance between work and their personal lives. The data from this research showed that 79.9% of Ward 5 single mothers feel overwhelmed after a normal day of work and things family things often go undone. The additional time allotted from teleworking could reduce stress and improve their psychological well-being.

### **Recommendations and Implications**

The intent of this study was to highlight the benefits that implementing core telework hours would provide for nonfederal agencies. Based on the results in the research study nonfederal agencies should consider the benefits and implement core teleworking hours for ward 5 single mothers. Based on the benefits of time, balance and budget data from the research teleworking should be increased/implemented two to three days a week. If between 2010 and 2013 rush hours traffic congestion decreased by 6.5% (Parris, 2016) as a result of minimal teleworking imagine how much more traffic congestion would decrease if it teleworking was implemented two to three days a week.

Since employees are the key components to a successful agency, it is vital that they assess what makes the employees happy and keeps them loyal. The data showed that 96.7% of ward 5 single mothers felt that implementing teleworking in the workplace increase company savings and produce higher performing employees. In addition, 90.6% of the ward 5 single mothers indicated that if core teleworking hours are not implemented in the nonfederal workplace it will have an effect on their performance and productivity. If teleworking is implemented it will reduce the employee turnover, attract potential employees and create work locations beyond the office.

Finally, it is recommended that core teleworking hours be implement in the nonfederal workplace between two to three days a week in order to obtain fresh and well-rounded employees. Implementing telework hours would address the issue found in the data that 95.8% of ward 5 single mother get less than 7hrs of sleep on a normal work night. If can be detrimental to the success of the nonfederal agency if employees are sleep deprived and suffering from exhaustion.

### **Summary**

In closing, the main objective of this research study was to highlight the benefits of teleworking for nonfederal workplaces. The purpose of this objective was to show how a Ward 5

single mother would benefit if teleworking was implemented in their nonfederal workplaces. In this study I identified the reduction in commuting time, increasing budgetary cost and the importance of creating work/life balance for ward 5 single mothers, as the areas positing the greatest benefit to implementing core telework hours in the nonfederal workplace. In an effort to validate the theory, quantitative research was conducted, and a statistics analysis of 93 Ward 5 single mothers was performed. Of 93 females (100%), 86 (92%) were parents; all were between the age of 18 and 65 and 85 (90%) were residents of Ward 5, Washington, DC.; 97% were unmarried and 80 (85%) were none district or federal government. The data showed that 91.4% of participants agreed that Ward 5 single mothers would benefit if core telework hours are implemented in the nonfederal; 94.7% of the participants agreed that implementing core telework hours in the nonfederal workplace would improve the work-life balance for ward 5 single mothers; and 96.7 of the participants agreed that implementing core telework in the workplace for Ward 5 single-mother increase company savings and produce higher performing employees.

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Appendices

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Appendix A: Recruitment Materials



**Are you a single-mother...  
Are you employed and live in ward 5...  
Then I want to hear from you.**

I am looking for participants to take a quick five to seven minute survey to gain general knowledge.

**PAPER  
SURVEY  
PROVIDED**



**ELECTRONIC  
SURVEY  
PROVIDED**

<https://goo.gl/forms/0mH6kzWXjbVARxAQ2>

Participation is completely options and all personal information confidential.  
Your participation will help me complete my degree for my graduate study research project.

alstona@students.trinitydc.edu

## Appendix B: Informed Consent

### THE BENEFITS OF IMPLEMENTING CORE TELEWORK HOURS IN FOR PROFIT AGENCIES: A BENEFIT TO WARD 5 SINGLE-MOTHER EMPLOYEES.

I would like to invite you to participate in a research project, which will add to the knowledge of, why core telework hours should be implemented/increased in for profit agencies for ward 5 single-mother employees. The findings or results this study will help fulfill the requirements for a Master of Science Administration in Organizational Development at Trinity Washington University. I am under the supervision of my faculty advisor Dr. Kelley Wood.

**Participation:** I will ask you to complete a survey.

**Privacy:** Your participation in this study and your responses is confidential. In the study, and the resulting paper, you will be known by a pseudonym if I refer to you. This document and any notes or recordings that might personally identify you as a participant in this study will be kept in a secure place that only I will have access to. Only the faculty advisor, and myself, might know who has participated in this study. Three years after the completion of this research study all personally identifying information will be destroyed.

**Risk:** The researcher foresees minimal risk to participants as follows,

- No risk of physical harm
- A potential for minor emotional discomfort, depending on the topic of the study and questions posed, or responses sought. If you experience discomfort, you may choose to skip questions or to withdraw from the study. If you experience discomfort beyond the time you participate in this study you may contact the faculty advisor (contact information is below).
- No social, economic, or legal implications are expected. It is recommended you do not share the specifics of your responses or your participation in this study with others. The researcher will maintain your confidentiality throughout the study.

**Benefits:** Assisting the researcher in completing their degree requirements and contributing to the general knowledge related to this research topic are the only expected benefits. There is no direct benefit and no compensation associated with this study.

*Signature page*

**THE BENEFITS OF IMPLEMENTING CORE TELEWORK HOURS IN FOR PROFIT AGENCIES: A BENEFIT TO  
WARD 5 SINGLE-MOTHER EMPLOYEES.**

I understand I may withdraw from this study at any time. If I have any questions or concerns regarding my participation in this research study I may contact the faculty advisor, Dr. Kelley Wood, or the BGS Institutional Review Board (IRB), which oversees the ethical practice of research involving persons conducted at the Trinity Washington University School of Business and Graduate Studies. By signing this document, I understand the following,

- I understand what it means to participate in this study.
- I understand my rights as a participant in this study, which the researcher has explained.
- My participation is confidential, including all information I share, and I will be known by a pseudonym if referred to in the study.
- I am indicating that I consent to participate in this study, that I am at least 18 years of age, and I am eligible to participate in this study.

I may retain a copy of this document for my own records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number, Email Address, or Postal Address: \_\_\_\_\_

Thank you for your participation,

Angel Alston, Candidate  
Master of Science Administration in Organizational Development  
Email Address: [alstona@students.trinitydc.edu](mailto:alstona@students.trinitydc.edu)

Research Supervisor: Dr. Kelley Wood  
(202) 884-9640, or [kellewood@trinitydc.edu](mailto:kellewood@trinitydc.edu)

BGS Institutional Review Board  
(202) 884-9640, or email [BGS@TrinityDC.edu](mailto:BGS@TrinityDC.edu) with **BGS IRB Questions** in the subject line.

## Appendix C: Data Collection Instrument

### Telework Implementation for Single-Mothers in Ward 5...

I would like to invite you to participate in a research project, which will add to the knowledge of, why core telework hours should be implemented/increased in for profit agencies for Ward 5 single-mother employees. The findings or results this study will help fulfill the requirements for a Master of Science Administration in Organizational Development at Trinity Washington University. I am under the supervision of my faculty advisor Dr. Kelley Wood.

Participation: I will ask you to complete a survey.

Privacy: Your participation in this study and your responses is confidential. In the study, and the resulting paper, you will be known by a pseudonym if I refer to you. This document and any notes or recordings that might personally identify you as a participant in this study will be kept in a secure place that only I will have access to. Only the faculty advisor, and myself, might know who has participated in this study. Three years after the completion of this research study all personally identifying information will be destroyed.

Risk: The researcher foresees minimal risk to participants as follows,

- No risk of physical harm
- A potential for minor emotional discomfort, depending on the topic of the study and questions posed, or responses sought. If you experience discomfort, you may choose to skip questions or to withdraw from the study. If you experience discomfort beyond the time you participate in this study you may contact the faculty advisor (contact information is below).
- No social, economic, or legal implications are expected. It is recommended you do not share the specifics of your responses or your participation in this study with others. The researcher will maintain your confidentiality throughout the study.

Benefits: Assisting the researcher in completing their degree requirements and contributing to the general knowledge related to this research topic are the only expected benefits. There is no direct benefit and no compensation associated with this study.

By continuing with this survey you give consent and agree to participate in the study.



## Survey

What is your marital status?

- a. Married
- b. Single
- c. Divorced
- d. Widow

What is your marital status?

- a. Married
- b. Single
- c. Divorced
- d. Widow

Are you a parent?

- a. Yes
- b. No

How many hours do you work per week?

- a. 20 or less
- b. 21 to 35
- c. 36 to 40
- d. more than 40

Are you a Ward 5 resident?

- a. Yes
- b. No

Do you work for the District or Federal Government?

- a. Yes
- b. No

Does your current employer offer you the ability to telework as a part of your day to day job?

- a. Yes
- b. No

If so, how often do you telework?

- a. 1-2 days a pay period
- b. 2-3 days a pay period
- c. 4 or more days a pay period

Do you desire the opportunity telework as a part of your day to day job?

- a. Yes
- b. No

Who would benefit if telework opportunities are implemented in the work place?

- a. Employee
- b. Employer
- c. Both the Employee and Employer





Do you feel like your family suffers because of your commitment to work?

Strongly Disagree

Strongly Agree

1

2

3

4

5

Would you be able to perform your day to day duties without distractions if you were allowed to telework?

a. Yes

b. No

Do you feel overwhelmed after a normal day of work and things family things often go undone?

Strongly Agree

Strongly Disagree

1

2

3

4

5

Do you feel that being allowed to telework would improve your work-life balance as a single mother?

Strongly Disagree

Strongly Agree

1

2

3

4

5