

## **Survey Instructions for Virtual Office Workers**

### **I am a virtual office worker; do I have to complete this survey?**

Yes! We really need you to complete the survey because you are saving commute miles every day. Please see related questions below for guidance on completing the survey. Please note: If you are permanently working from outside of Maricopa County and not traveling into the state agency office in Maricopa County, you should not take the survey.

### **I am a virtual office worker; what work address do I select to start the survey?**

Select the work address that you used to drive to prior to becoming a virtual worker. If you were hired as a virtual worker, select your agency's main headquarters.

### **I am a virtual office worker; what mode should I indicate in Question 3?**

Please use Telecommute to indicate the number of days you work at home each week.

### **I am a virtual office worker; how do I account for my commute miles and minutes in Questions 6 and 7?**

Use the number of miles you used to drive to your agency's office prior to becoming a virtual worker. If you were hired as a virtual worker, use the number of miles between your home and your agency's main headquarters. Indicate the amount of time it used to take you to drive to your agency's office prior to becoming a virtual worker. (Even though you no longer drive these miles, they are miles saved because you are a virtual worker). An online tool such as Google maps can help estimate travel time—but this must be calculated during the time you would normally commute.