

telework!va



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Robin Mack

Director, Telework Technical Assistance

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Technical Assistance Program

- Technical Assistance Program through VDOT & DRPT partnership
- Available to Northern Virginia employers
- Provides **FREE** technical assistance to implement or expand a telework program
- Helps manage traffic congestion and reduce transportation emissions



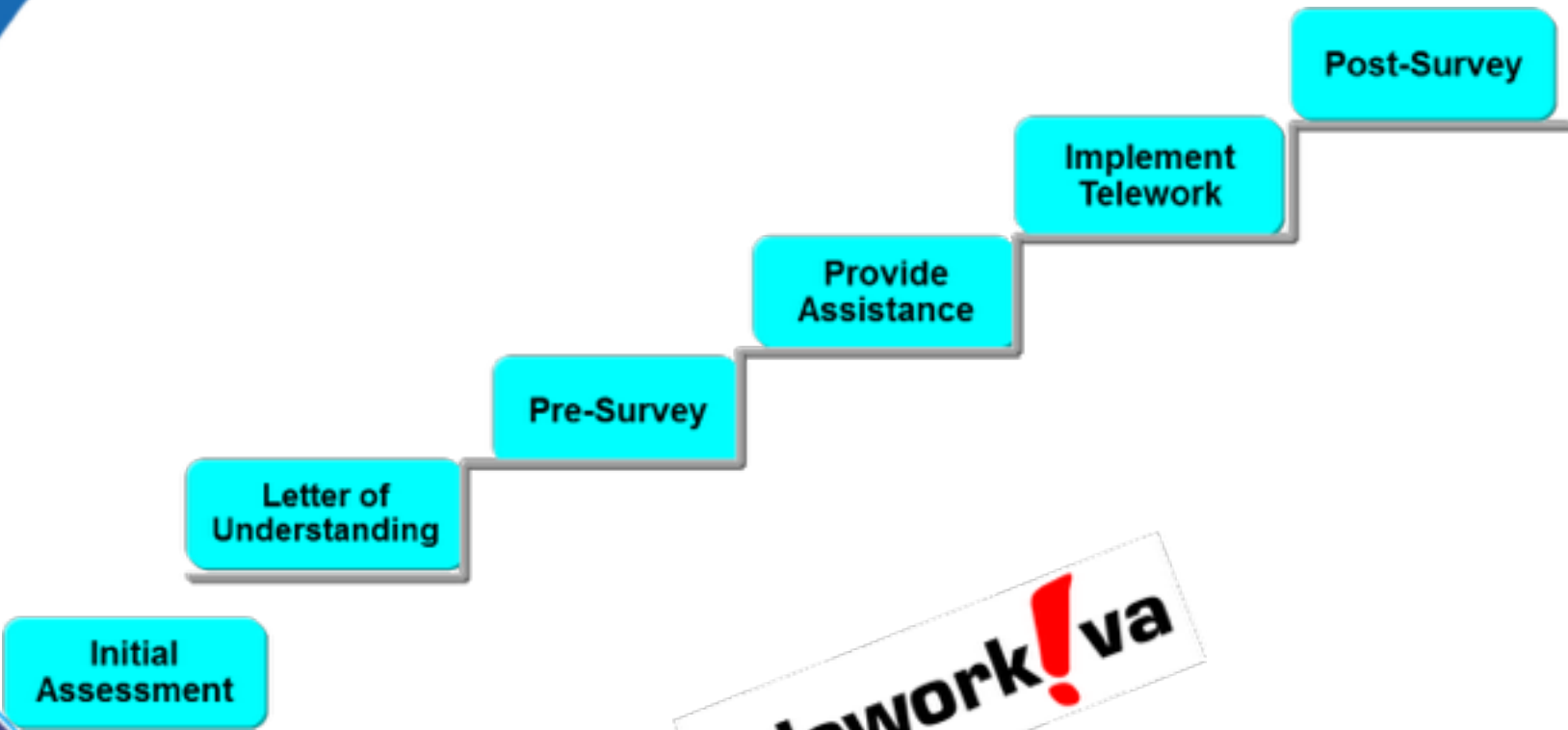


Technical Assistance

- Help businesses understand telework as a ***business management/operations model***
- Develop ***Telework Policies and Agreements***
 - Incorporate with Continuity of Operations (***COOP***) ***plan***
- Implement disciplined/proven approach including ***identifying positions*** suited for telework
- ***Train*** Managers and Employees
- Develop ***Budgets***
- Assist with a ***Technology Plan***



Technical Assistance



Telework Tax Credit



- Up to **\$50,000** credit per employer per calendar year
- Up to **\$20,000** for a telework assessment
- Up to **\$1,200** per employee for telework expenses (credit issued to company)
- Home Based Businesses and non-profits are **not** eligible



Critical Deadlines

- Form TEL-1 must be filed between **September 1 and October 31**.
- Tentative approval from the Virginia Department of Taxation by **December 31**.
- A signed Telework Agreement must be on file for employee **on or after July 1, 2012 but before January 1, 2017**.
- Form TEL-2 must be submitted by **April 1** of the year following the calendar year that the eligible expenses were incurred.





Telework Benefits

- Business Continuity
- Recruit and Retain Highly-Skilled Employees
- Increased Productivity
- Work-life Balance
- Reduced Absenteeism
- Reduced Overhead Costs
- Environmental Impacts





Contact Us

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