telework!va

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Director, Telework Technical Assistance

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Telework!VA

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

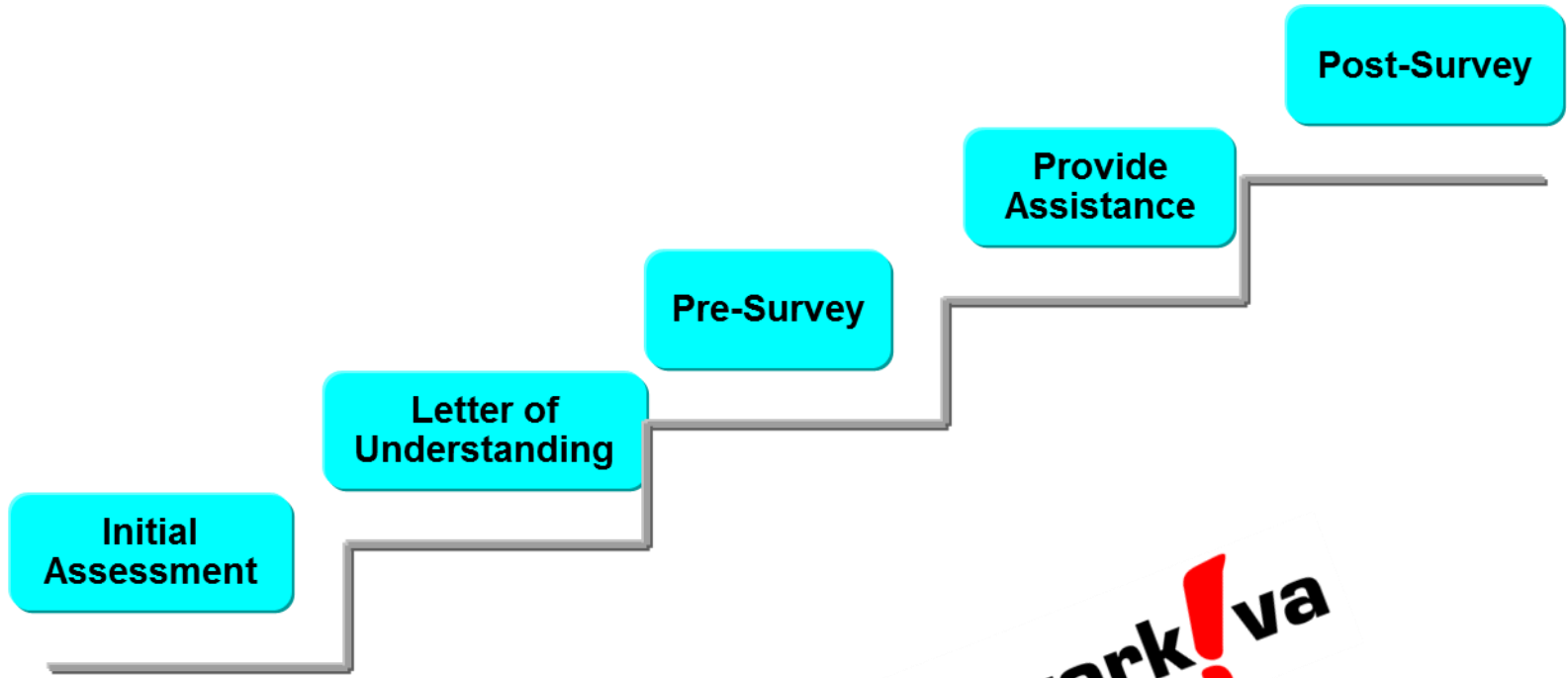- Helps manage traffic congestion and reduce transportation emissions

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

Initial Assessment

Letter of Understanding

Pre-Survey

Provide Assistance

Post-Survey

Telewitork Tax Credit

- Up to a total of **$50,000** credit per employer per calendar year

- Up to **$20,000** for a telework assessment

- Up to **$1,200** for telework expenses per employee (credit issued to company)

- Home Based Businesses and non-profits are **not** eligible

Telework Tax Credit

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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