

TELEWORK



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Sometimes the best commute is no commute!
Working from home not only saves you time and money, but also helps you to balance work-life and home-life responsibilities.

What is Telework?

Telework, often referred to as telecommuting, is when paid employees work away from their normal place of work, usually from home. Workers can telework all their work time, or part-time.

Does my Company have a Telework Program and can I participate?

Many companies have formal telework programs. Other companies have loose structured policies that allow telework based on the job function and approval of the department head or supervisor. Check with your supervisor or human resource department to find out if telework is an approved program at your company.

What is needed for Teleworking?

While teleworking can be done with as little technology as a phone and a desk, most often it involves some remote access, computer hardware and software, email and other technologies. Teleworkers should designate a work area for teleworking in their homes. A separate room provides greater privacy but is not necessarily required.

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The Merrimack Valley TMA is funded with support from its members, MassDOT, and the Federal Highway Administration.

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RESOURCES

The Merrimack Valley TMA has the information you need to support your telework activities.

The following links provide helpful information for teleworkers

Gil Gordon Associates
<http://www.gilgordon.com/>

Innovations Canada and the Canadian
Telecommuting Association
<http://www.ivc.ca/>

Jala International
<http://www.jala.com/index.php>

The Kinetic Workplace
<http://www.kineticworkplace.com/>

The Telework Coalition
<http://www.telcoa.org/>

Earn cash for working from home. Join our **Green to Work** incentive program. The less you commute, the more cash you can earn.

Go to www.MerrimackValleyTMA.com, to learn more about how teleworkers can benefit from the Merrimack Valley TMA's Green to Work program.

Questions, please contact TMA Outreach Manager Al Marrone 603-702-2156 or commute@merrimackvalleytma.com.

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