

SAMPLE INTERIM TELEWORK WORK PLAN

[A TELEWORK WORK PLAN IS NOT REQUIRED FOR TELEWORK APPROVAL. CONSISTENT WITH THE GUIDELINES, A PLAN IS REQUIRED TO BE IN PLACE "WHILE" AN EMPLOYEE IS TELEWORKING.]

Teleworker's Name: _____ Date: _____

Manager's/Supervisor's Name: _____

Applications to Telework must be analyzed based on specific job duties and approval is not guaranteed. This mutually agreed upon, specific, Telework Work Plan which may include daily productivity reports will be required while an employee is teleworking. See Interim Guidelines, III, p.2

There are many job classes identified as eligible to telework (Appendix A). The Work Plan serves as a tool to communicate work activity while an employee is teleworking. The Work Plan format outlined herein is only intended as a *sample*. Because of the wide variety of eligible classes and assignments that may be completed by teleworkers, employees and their direct supervisors/managers have wide latitude in mutually developing the Work Plan. As indicated in the Guidelines, the employee completes the Work Plan initially and then receives input and guidance in dialog with the Manager/Supervisor who also must agree to the final Plan. As such, the Plan is a *working document* that may change before final approval.

PART 1: Assignments and Deliverables

Describe which of your job duties you anticipate performing at the telework location. Include how you will communicate with your supervisor, co-workers, and clients while you are teleworking.

PART 2. Daily Productivity Reports (Optional)

Below is a sample of a daily productivity report. The Manager/Supervisor may alter or opt not to use a daily productivity report based on the specific telework assignment.

Hours	Work Description
8:00 a.m. – 12:00 p.m.	
12:00 p.m. – 5:00 p.m.	

Manager/supervisor must sign and submit to the Human Resources Representative. A copy of the Work Plan must be retained in the supervisory file and reviewed/modified, as necessary.

_____ Date: _____
Manager's/Supervisor's signature