

TELEWORK WORK PLAN

Teleworker's Name: _____ Date: _____

Manager/Supervisor's Name: _____

This Telework Work Plan is intended to clearly define work expectations when an employee requests to telework. A Telework Application, Security Addendum, and this Work Plan must be completed by the teleworker for manager/supervisor approval before a Telework agreement is approved. Teleworkers who fail to complete this Work Plan and/or telework assignments to the satisfaction of the supervisor will not be permitted to telework. In addition, failure to complete work assignments may negatively affect the employee's performance rating, and/or result in disciplinary action. See Interim Telework Program Guidelines for more information.

PART I: Assignments and Deliverables - To be completed by the Supervisor/Manager

Indicate assignments and specific deliverables prior to telework date, and initial after telework date to acknowledge satisfactory completion.

ASSIGNMENTS	SPECIFIC DELIVERABLES	ACKNOWLEDGEMENT OF COMPLETION

PART II: Hourly Work Log - To be completed by Teleworker

During the telework day, the teleworker must detail the work performed during the telework day. Attach additional pages if needed.

HOUR	WORK DESCRIPTION
7:00 a.m. - 12:00 p.m.	
12:00 p.m. - 5:00 p.m.	

Teleworker's Signature

Date

Manager/Supervisor must sign and submit to the Human Resources Representative. A copy must be retained in the supervisory file and reviewed/modified as necessary.

Supervisor's Signature

Date

Manager's Signature

Date