

TELEWORK WORK PLAN

Teleworker's Name: _____ Telework Date: _____

Supervisor's Name: _____

This Telework Work Plan is intended to define work expectations each time an employee works at a remote work site. After the telework day, the teleworker must provide the completed Work Plan (Part II) and associated deliverables to the supervisor.

*** Assignments and Deliverables (To be completed by the Supervisor)** – Indicate assignments and specific deliverables prior to telework date, and initial after telework date to indicate completion.

ASSIGNMENTS	SPECIFIC DELIVERABLES	ACKNOWLEDGEMENT OF COMPLETION

***Employee agrees to provide regular reports or details of work during the Telework period.**

Employee's Signature

Date

Supervisor must sign the completed Telework Work Plan and submit it to the Office of Human Resources.

Supervisor's Signature

Date

Office of Human Resources

Date