

BSU Teleworker Work Plan

This form is a guide for teleworkers and supervisors in planning work during telework periods. The use of this form is not mandatory; however, a work plan is encouraged to clearly define work expectations.

Teleworker Name: _____

Days to Telework: _____

These are the conditions for teleworking agreed upon by the teleworker and the supervisor:

1. The following are the assignments to be worked on by the teleworker at the remote location with the expected delivery dates:

<u>Assignments</u>	<u>Delivery Date</u>	<u>Percent Complete</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The teleworker agrees to call the central office to obtain his or her message at least _____ times per day.
3. The teleworker agrees to obtain from the main office all supplies needed for work at the alternate location, out of pocket expenses for supplies regularly available at the State office will not normally be reimbursed.

Teleworker

Date

Supervisor

Date