

TELEWORK WORK PLAN

Teleworker's Name: _____ Telework Date: _____

Supervisor's Name: _____

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

PART I: 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

PART II: Hourly Work Log (To be completed by Teleworker) – The teleworker must detail the work performed during each hour of the telework day. Attach additional pages if needed.

HOUR	WORK DESCRIPTION

Employee's Signature

Date

Supervisor must sign the completed Telework Work Plan and submit it to the Agency Personnel Office within one week of the telework day.

Supervisor's Signature

Date

Agency Personnel Officer's Signature

Date