

GENERAL TELEWORK REQUIREMENTS

I _____ certify that I understand and agree to adhere to each of the following requirements:

- To provide a home or remote work site telephone number where I may be reached at all times (cell phone numbers may not be substituted for a home or remote work site number unless Employee certifies that there is no land line within the home or remote work site.) Phone number: _____
- To respond to phone messages and emails at least hourly during each telework occasion.
- To call my supervisor at least twice during each telework occasion.
- To respond to calls from the main office within 15 minutes of the call.
- To provide the specific deliverables, as detailed below, to my supervisor on my next regularly scheduled workday in the office.
- To comply with all provisions of this Work Plan and acknowledge that failure to comply with these provisions will result in the termination of my participation in a teleworking arrangement, **may negatively affect my performance rating, and may result in disciplinary action.**

Teleworker's Signature

Date

Supervisor's Signature

Date

Agency Personnel Officer's Signature

Date