

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. A Work Plan must be completed by both the teleworker and the supervisor before each telework day. After the telework day, the teleworker must provide the completed Work Plan and associated deliverables to the supervisor. Teleworkers who fail to complete this Work Plan and/or telework assignments to the satisfaction of the supervisor will not be permitted to continue to telework. In addition, failure to complete work assignments may negatively affect the employee's performance rating, and/or result in disciplinary action.

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 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 each hour of the telework day. Attach additional pages if needed.

HOUR	WORK DESCRIPTION
7:00 a.m. - 8:00 a.m.	
8:00 a.m. - 9:00 a.m.	
9:00 a.m. - 10:00 a.m.	
10:00 a.m. - 11:00 a.m.	
11:00 a.m. - 12:00 p.m.	
12:00 p.m. - 1:00 p.m.	
1:00 p.m. - 2:00 p.m.	
2:00 p.m. - 3:00 p.m.	
3:00 p.m. - 4:00 p.m.	
4:00 p.m. - 5:00 p.m.	

Teleworker's Signature

Date

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

Supervisor's Signature

Date

Agency Personnel Officer's Signature

Date