This Telework Work Plan is intended to clearly define work expectations each time an employee works at an approved Alternate Work Location. Assignments and Deliverables (Part I) will be completed by the supervisor before each telework day. After the telework day, the employee must provide the completed Work Plan (Part II) and associated deliverables to the supervisor.

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Division |  | Dept/Area |  |
| Email |  | Phone |  |

**Supervisor Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Email |  | Phone |  |

**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 indicatecompletion.

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| --- | --- | --- |
| **Assignments** | **Specific Deliverables** | **Employee Acknowledgment of Completion** |
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|  |  |  |
|  |  |  |

**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. **Employee acknowledges completion of each deliverable in Part I.**

|  |  |
| --- | --- |
| **Hours** | **Work Description** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Employee Signature Date**

**Supervisor Signature Date**