

UMBC's Telework Program Teleworker 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's Name:
Days to Telework:

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

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

Assignments	Delivery Date	Percent Complete

- The teleworker agrees to call the office to obtain his or her messages at least _____ times per day.

- The teleworker agrees to obtain from the office all supplies needed for work at the alternate location, out of pocket expenses for supplies regularly available at the department will not normally be reimbursed.

Teleworker: _____	Date: _____
Supervisor: _____	Date: _____