



University of Maryland Libraries

Teleworker Work 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 telework work plan is required to clearly define work expectations.

Teleworker Name: _____

Day(s) to Telework: _____

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

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

<u>Assignments</u>	<u>Delivery Date</u>	<u>% Complete</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____

- The teleworker agrees to call the Department Office to obtain his or her message(s) at least _____ times per day.
- The teleworker agrees that out of pocket expenses for supplies will not be reimbursed when supplies are obtainable from the Department office.

Teleworker

Date

Supervisor

Date

