MARYLAND JUDICIARY

TELEWORKER WORK PLAN

This form is a guide for teleworkers and Administrative Officials 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 Administrative Official:

1. The following are the assignments to be worked on by the teleworker at the remote work site with the expected delivery dates:

<u>Assignments</u>	Delivery Date	<u>Percent Complete</u>
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- 2. The teleworker agrees to call the main work site to obtain his or her messages at least ______ times per day.
- 3. The teleworker agrees to obtain from the main work site all supplies needed for work at the remote work site. Out of pocket expenses for supplies regularly available at the Judiciary main work site will not normally be reimbursed.

Teleworker	Date
Administrative Official	Date

Teleworker Work Plan