GENERAL TELEWORK REQUIREMENTS

I ____________________________ certify that I understand and agree to adhere to each of the following requirements:

• To provide a home or remote work site telephone number where I may be reached at all times (cell phone numbers may not be substituted for a home or remote work site number unless Employee certifies that there is no land line within the home or remote work site.) Phone number: ________________

• To respond to phone messages and emails at least hourly during each telework occasion.

• To call my supervisor at least twice during each telework occasion.

• To respond to calls from the main office within 15 minutes of the call.

• To provide the specific deliverables, as detailed below, to my supervisor on my next regularly scheduled workday in the office.

• To comply with all provisions of this Work Plan and acknowledge that failure to comply with these provisions will result in the termination of my participation in a teleworking arrangement, may negatively affect my performance rating, and may result in disciplinary action.

______________________________   _______________________
Teleswork’s Signature               Date

______________________________   _______________________
Supervisor’s Signature               Date

______________________________   _______________________
Agency Personnel Officer’s Signature             Date