



MARYLAND STATE JUDICIARY TELEWORKER WORK PLAN

This form is a resource for Employees and Judiciary Representatives in planning work during telework periods. While the use of this form is not mandatory, a work plan is required to clearly define work expectations.

Employee's Name: _____

Standard Weekday(s) to Telework: _____

Standard Lunch Time: _____

Phone Number During Business Hours: _____

These conditions along with the conditions found in the "Teleworking Agreement Fact Sheet" and "Policy on Telework", are agreed upon by the Employee and Judiciary Representative:

1. The following are the assignment(s) to be worked on by the Employee at the remote work site with the expected delivery dates:

Assignment(s)	Deliver Date	Percent Complete
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The Employee agrees to call the main work site to obtain his or her messages at least _____ times per day, or forward their desktop work phone to their home phone or personal cell phone, and must answer or respond to all phone calls and emails as quickly as possible.
3. The Employee agrees to perform only official duties and not to conduct personal business while on work status at the remote work site. Personal business includes, but is not limited to, caring for dependents or making home repairs.
4. The Employee 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.
5. The Employee agrees that their home worksite has sufficient internet connectivity to perform their daily work duties. **If the employee loses said internet connectivity at home for a period of time that negatively impacts their ability to perform their duties, then they must report to their main work site until the connectivity has been restored or use unscheduled personal leave for the time the employee is unable to telework due to the connectivity issue.**
6. The Employee's director, manager, or supervisor shall monitor the work product of an employee who Teleworks. This may include monitoring that the director, manager, or supervisor deems appropriate. This may include forwarding desktop phone, check-in calls, work logs, and additional reasonable request for monitoring telework.

Employee: _____ **Date:** _____

Judiciary Representative: _____ **Date:** _____