

# Telework Plan

A. General Information

Employee Name:		Job Title:	
Date Prepared:		Proposed Effective Date:	
Supervisor Name:		Date Approved by Department Head:	
Date Approved by HR		Date Approved by COS	

B. Proposed Telework Schedule:

Day of the Week	Start Time	End Time	Break/Lunch Times	Total Hours

C. Telework Duties and Functions:

These are the key duties and functions that will be performed while teleworking.

Duty or Function (Accts. Receivable Report)	Description (Prepare weekly report on outstanding accounts receivable)	Required Daily Activity (varies from 15 minutes to 1 hour daily)	Due Date (Friday of each week by 3 p.m.)	Dependencies (access to New World)

Please sign electronically and submit to your supervisor for approval. Upon approval by the supervisor, the supervisor should send the electronic document to the Department Director. Upon the Department Director approval, the document should be forwarded to [humanresources@birminghamal.gov](mailto:humanresources@birminghamal.gov).

X

Employee