



**PGCPS Telework Program -
Teleworker Work Plan**

AP 4165 – Attachment 3

As required by the manager/supervisor, an employee shall submit a Daily or Weekly Work Plan for each telework day.

Teleworkers who fail to complete this Work Plan and/or telework assignments to the satisfaction of the manager/supervisor will not be permitted to continue to telework. In addition, failure to complete work assignments may negatively affect the employee’s performance rating, and/or result in disciplinary action.

Daily Work Plan - To be completed by Teleworker

DATE	ASSIGNMENT	SPECIFIC DELIVERABLES

Teleworker name (please print)

Date

Teleworker signature