

**TELEWORK**  
*(Telework Plan)*

The intent of this plan is to articulate clear expectations and understanding between a supervisor and an employee who has requested to telework on a regular basis. This plan must be followed. While the supervisor may allow for a temporary deviation from the plan, more permanent changes must be documented, provided to the employee and retained.

This plan will be referred to during the evaluation process. The employee will be held to the same performance standards as other employees in the position. The immediate supervisor may revise or withdraw permission to telework.

1. The employee agrees to maintain a safe work environment free from distractions so that the employee may effectively work. The employee consents to workspace inspections by the supervisor or district administration.
  
2. The employee agrees to provide a secure location for district equipment, supplies and materials and will not allow persons other than the employee to use the equipment. District equipment, supplies and materials are to be used for district purposes. The employee is required to return district equipment immediately on demand. The following equipment, supplies and materials will be provided to the employee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. The employee will take the following measures to secure district equipment, supplies and materials from theft or loss: \_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. The employee agrees to keep district data secure and maintain the confidentiality of records when required by law and policy. The supervisor requires the following precautions to be followed regarding district data: \_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Telework employees are required to attend applicable district meetings and activities unless excused by their supervisor and may be required to attend in person.

6. The employee is expected to work the following days and hours in a normal workweek:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. The employee is required to request leave or notify the supervisor of absences from work in the following manner: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. The following is the supervisory plan for the teleworking employee: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Employee Date

\_\_\_\_\_  
 Signature of Supervisor Date

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: September 24, 2020

Revised:

East Carter R-II School District, Ellsinore, Missouri