



Stewards Individual Placements Telework Plan

Member Name: _____ Service Site: _____

Supervisor Name: _____ Today's Date: _____

Telework start date: _____

Telework valid through: _____

What is the reasoning for the telework plan?

- Accommodate member needs
- Government Shutdown**
- Natural disaster/emergency
- Other:

If your intern is teleworking 100% off-site will they be located in a different state than your site?

Yes No

If yes, which state?

What date (if any) do you expect the member to transition back into the field/office?

Anticipated date: _____

This plan consists/consisted of the following tasks (please be as detailed as possible):



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This plan was pre-approved by the primary site supervisor. During this telework time, the member understands that they must indicate teleworking on their Salesforce timesheet, and their current site supervisor will be responsible for carrying out their work plan as they would under normal daily operations outside of the closure.

Please be sure to contact your Stewards Program Coordinator if your member will be transitioning from telework and returning back to the office or field.

Signed,

Member Signature: _____

Site Supervisor Signature: _____

Stewards Staff: _____

**During Government Shutdowns only:

- Please note that the member must not utilize any shut-down prohibited government resources.
- The member understands that they must note "teleworking" on their timesheet and write their daily tasks out for Stewards to view in the online system.
- The member's normal Stewards Program Coordinator will be their acting supervisor while their primary supervisor is on furlough.

I _____ (member name), understand this protocol for government shutdowns.