

### Remote Work Plan Semi-Annual Review

Remote work plans need to be reviewed on a semi-annual basis in order to ensure that the original agreed upon plan is still working and continuing to meet the mission of the department. Although supervisors and employees should be meeting periodically to discuss issues this provides documentation of a comprehensive review of the current plan and allows for any needed clarifications or changes to be put in place.

☒ Current remote work plan has been discussed and fully reviewed and requires no changes at this time.

☐ Current work plan requires the following adjustments/changes:

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Olivia Lane

Employee Signature

11/3/22

Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Once signed please return a copy to the Point of Contact in the Dean's office and keep a copy in your employee records.