



Repair the world
child by child

REMOTE WORK PLAN

Employee Information:

Name: _____

Job Title: _____

Department/Program: _____

Manager: _____

Alternate Phone &
Method of Contact: _____

JCCA Mobile
Device/Equipment: _____

Remote Work Schedule:

Days: _____

Hours: _____

Job Responsibilities:

Please attach employee job description.

- 1) Describe below any aspects of the job that the Employee cannot perform remotely.
(e.g., home visits, client trainings, etc.)

- 2) How will the Employee complete the functions listed above?

(e.g., employee will continue home visits, employee will report to work for scheduled trainings, etc.)