

Rowan University - Sponsored Project Telework Workplan

This telework workplan template can be used when managing sponsored projects whose workforce and labor may work off-site, either at an alternate location not owned or operated by Rowan University or a personal residence. This workplan should be completed for each individual working remotely (Teleworking) on a sponsored project.

This form should be used for grants positions that can be classified and appropriate for working remotely. Certain characteristics of grants work does not allow a position to work remotely, such as but not limited to laboratory manager, laboratory technician, or clinical researcher. Human Resources and payroll policies and procedures apply to individuals working remotely on a sponsored project.

Because sponsored project activities and tasks can vary in range depending on the scope of work, it is the responsibility of the Principal Investigator (PI) or Project Director (PD) to properly identify the position, assign or associate job tasks and duties, and other activities to ensure the sponsored project work is completed.

This workplan should be used as a tool to communicate while an employee is working remotely. The employee should complete the workplan and then in discussion and consultation with the PI or PD finalize the workplan. For students, both undergraduate and graduate, it is recommended the PI or PD, or PI/PD designee, complete the workplan and then when final, discuss and evaluate with the student. The employ and PI/PD should sign this workplan when final.

Part 1 - Employee and Grant Information

Employee Name:

Employee Banner ID:

Grant ID (Beginning with G5 or G6):

Grant Title:

Part 2 - Position/Job Assignment and Duties - Description of Job

Describe job assignment and duties that will be performed at remote location. Include how communication to non-Rowan (external) individuals, co-workers, and supervisor will be conducted.

Part 3 - Daily Activity Reports (Optional)

Below is a sample format of a daily activity report. The PI/PD may not elect to use the daily activity report based upon the position's remote working responsibilities.

Hours: Work Description:

8 AM to 12 PM:

1 PM to 4 PM:

Part 4 - PI/PD and Employee Certification and Signature

The PI/PD and employee certify that the work described in this workplan is an accurate and reasonable representation of the individual's effort on the sponsored project and work that can be accomplished remotely. PI/PD and employee recognize that all human resources and payroll policies and procedures are applicable and will be followed when conducting work at a remote location.

Employee Certification: By clicking the box, I certify that I have read and understand my responsibilities related to the sponsored project. I will divulge any and all other sponsored project teleworking agreements to the PI/PD. Date:

PI/PD Name:

PI/PD Signature:

Date: