**HOMETOWN Job Corps Center**

**Staff Teleworking/Telecommuting Weekly Report**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Example**  Safe school training- active shooter, HIV, COVID-19  JCTC- online course- personal finance |  |  |  |  |  |  |  |
| **Reading of PRH, Chapter 3.4, Student Standards of Conduct** |  |  |  |  |  |  |  |
| **Weekly team meeting with manager** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

“All Staff” weekly reports will be due to your Manager each Friday by 10am

**Note:** Management team will continue to use their “normal” weekly reports and will be submitted to CD by 12:00 noon