



The following constitutes the terms and conditions between The University of North Texas and the designated student employee

1. Form must be signed by student, supervisor, department head, and Career Center.
2. Supervisor must send form to career center PRIOR to start date of telecommuting
3. Form must be submitted for each semester or if change in telecommuting hours/expectations
4. Career Center will maintain list of all students telecommuting
5. Telecommuting is a privilege and not a right, and that the supervisor may end the telecommuting arrangement at any time to meet department operational needs.

Employee

Name

Employee#

Department

Phone

Email Address

Supervisor:

Name

Employee #

Department

Phone

Email Address

Duration of Telecommuting

Start Date

End Date:

Days in Office

M T W Th F S Su

Days Telecommuting

M T W Th F S Su

Detailed Tasks and Jobs to be completed while Telecommuting

Work Standards/Performance:

The Student Employee will:

1. Comply with all federal and state laws and applicable University policies and procedures when telecommuting
2. Meet with the supervisor to receive assignments; discuss how routine communication between the student employee, supervisor, co-workers, and customers will be handled; and to review completed work as the supervisor deems necessary;
3. Complete all assigned work according to work procedures mutually agreed upon by the student employee and the supervisor
4. Notify the supervisor immediately of any situation which interferes with his/her ability to perform the job;

Review Schedule: It is advisable to conduct periodic reviews of the telecommuting student employee's work performance and task completion. It is recommended that telework be reviewed initially after 14 days and Monthly thereafter.

Task/Deliverable	Notes	Status
		Complete
		Incomplete
Task/Deliverable	Notes	Complete
		Incomplete
Task/Deliverable	Notes	Complete
		Incomplete

Additional Comments

Student Employee Signature **Date**

Supervisor Signature **Date**

Department Head Signature **Date**

Student Employment Signature **Date**