

Addendum to TA / GSA Offer Letter

Upon signing your Fall 2020-Spring 2021 offer letter, you agree to comply with the following Telecommuting Compliance Notice terms:

Telecommuting Compliance Notice:

The 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.

Periodic reviews of the telecommuting student employee's work performance will be conducted.