COVID-19 Accountability Reporting & Assessment

STEP 1 REPORT TAKEN & ASSIGNED
- Report concerns to the COVID-19 Hotline: 213) 740-6291 covid19@usc.edu
- A case is created & routed to the HR Triage Team & Faculty/HR Partner.

STEP 2 FACT-FINDING
- The Faculty/HR Partner gathers information & conducts fact-finding.
- The case is reviewed by the HR Triage Team & Faculty/HR Partner for fact-finding.

STEP 3 TRIAGE TEAM ASSESSMENT
- The team meets to review & assess information.
- The team renders sanction decision or escalates cases that merit suspension or termination.

STEP 4 ACCOUNTABILITY COMMITTEE REVIEW
- The committee conducts a review & assessment of escalated, complex cases and determines sanction.
- If sanction is suspension or termination, consult with University HR.

STEP 5 SANCTION DECISION
- The sanction determination is delivered to the HR Triage Team & Faculty/HR Partner for communication to the employee.
- The Triage Team closes case.

CASES ARE REVIEWED, ASSESSED, AND RESOLVED WITHIN 5 BUSINESS DAYS.