

Remote Work Letter of Agreement - staff and student workers only

As referenced in the Remote Work Guidelines, this agreement states the terms and conditions for the arrangement to create transparent expectations for employees and supervisors alike, to alleviate confusion, and to provide role structure. The desired outcome is a positive, successful, and safe working environment for all involved. This letter summarizes the discussion between the below-named staff member or student worker and the worker's department to work in a remote work option arrangement. The department should complete the items indicated. Both the employee and the employee's dean, department chair, or supervisor should review each item and indicate agreement via electronic signature at the bottom (e.g., DocuSign, etc.).

Employee name:

Employee email/phone:

Department name:

HR Partner name:

HR Partner email or phone:

Date remote work option begins:

Anticipated end of agreement date:

Remote work location full address (if different from Workday):

IF WORK WILL BE PERFORMED OUTSIDE CALIFORNIA indicate state or country:

Time of day/hours (Pacific time) employee is expected to work/be available:

Expected hours per day or days per week/month/year you are expected to work on site at USC:

Equipment/services department will supply for remote work usage (e.g., desktop or laptop computer, printer, software, other equipment, etc.):

Work-related expenses that are necessary for your performance that you incur that department will reimburse (e.g., technical stipend, paper, printer cartridges, etc.):

Please read each item below carefully:

- A. Your remote work option arrangement begins on the date named above. The University anticipates that this arrangement will continue through the end date named above, although the department may terminate this arrangement any time before this date at its sole discretion. This arrangement may be extended or replaced by written mutual agreement of the staff or student worker and the department.
- B. If this arrangement involves the performance of work duties from a location outside of California, this work will be performed only in the state or country indicated above unless prior written approval to change work location is granted by the University of Southern California, (USC or University). Your Dean, Department Chair, or Staff Supervisor *and* your HR Partner can approve locations outside of California. Employees authorized to work via a visa need to consult with Faculty Staff Visa Services for guidance on allowable work locations.
- C. During the term of this arrangement you will perform your job duties either in whole from your above-named remote location **or** in part from your above-named remote location and in part working at USC depending upon the unit's needs. While you perform your work duties from your remote location, you will communicate with your dean, department chair, or supervisor via agreed-upon channels (video conference, electronic chat, email, telephone, social media, etc.) as appropriate, and remain accessible to your dean, department chair, or supervisor during all regular business hours named above, responding promptly to all communication.
- D. Any tax implications related to offsite work are the employee's responsibility; you are advised to consult a tax professional.
- E. You should immediately report any work-related accident, injury, or illness that occurs while this arrangement is in effect to your dean, department chair, or supervisor. As part of this agreement, you agree to hold the University harmless for injury **to others** at the alternate work site.
- F. **The University does not assume liability for injuries occurring in your home workspace outside of work hours.** It is the employee's responsibility to ensure that their homeowners or renters insurance covers injury arising out of, or relating to, business use of the home. Please note that some homeowner or rental insurance policies do not provide this coverage. It is your responsibility to have the homeowners/tenant liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of your home.

- G. Before beginning a remote work option arrangement, you are expected to evaluate your home office site and submit a Remote Work Safety Checklist. Any corrections due to your evaluation are solely your responsibility. Note: Due to the emergency nature of COVID-19, the Remote Work Safety Checklists may not have been submitted until after remote work began. If the Checklist has not yet been submitted, please do so. This checklist is meant to be used as a guide. Please see the [checklist](#) for more information.
- H. You are expected to adhere to all University policies, including but not limited to [compliance](#) and privacy policies such as HIPAA, FERPA, etc.
- I. You are expected to comply with [University Information Technology security guidelines](#) and protect any sensitive electronic or paper documents or materials in accordance with information security policy requirements.
- J. During the term of this arrangement, your department will supply you with equipment and/or services as named above for your use in performing your duties from your remote location. All equipment supplied by your department is owned by USC. The expectation is that you will return it to the University in proper working order at the end of this agreement. Please understand that you are responsible for the safety and security of all University property and proprietary information.
- K. Your department will reimburse you for necessary work-related expenses as named above. However, you will need to keep accurate records of such charges and submit them via Concur as per University policy. Should the need for additional items and expenses come up later, you are responsible for getting approval from your supervisor and SBO. Should expenses arise for a needed accommodation, please contact your HR Partner.
- L. You agree to abide by all relevant software licensing agreements.
- M. You will be expected to return on-site to work as detailed above, during which time you will be expected to perform duties, attend meetings or events, etc. as assigned. Before returning to campus, you must complete all necessary health and safety trainings and/or symptom screenings as required by USC.
- N. **[Insert this item when applicable (for arrangements outside of the greater Los Angeles area)]**: The department will reimburse you for expenses related to pre-approved USC business-related travel per travel expenditure policy. You must properly document requests for reimbursement and submit in a timely fashion. You must arrange specific dates to work at USC in advance with your dean, department chair, or supervisor.

O. You acknowledge that the arrangement set forth in this letter does not change the terms and conditions of your employment with USC, nor is it guaranteed for any specific time. If your department in its sole discretion deems that this arrangement is not satisfactory, (e.g., if program needs are not being met or if expenses are higher than expected) USC may at its sole discretion end the arrangement with reasonable advance notice. Failure to return to work at USC at the end of this agreement, may result in termination from the university.

P. If you are non-exempt, you must carefully adhere to all University [timekeeping requirements](#) and any department policies regarding requests to use vacation or sick time.

Further questions regarding this letter of understanding should be directed to your HR Partner, named above, via the contact information provided above. Should you have any other questions or concerns, please do not hesitate to reach out to your supervisor, HR Partner, or to the [Center for Work and Family Life](#) for additional support.

I acknowledge and agree to the terms and conditions set forth above.

[Staff or Student Worker's Signature]

[Date Signed]

[Dean, Department Chair, Staff Supervisor's Signature]

[HR Partner's Signature]