

Remote Work Letter of Agreement

This letter summarizes the agreement between the below-named staff or student worker and the worker's department to perform work in a remote work option arrangement. The department should complete the items indicated, and 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.

Employee name:

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:

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

Expected hours per day or days per week/month/year you are expected to work 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 you actually incur that department will reimburse (e.g., internet access, DSL line, telephone charges, printer cartridges, etc.):

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

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). 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 in part from your above-named remote location and in part working at USC. 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 your 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 assumes no liability for injuries occurring in your home workspace **outside of work hours**. It is your responsibility to ensure that your homeowners or renters insurance covers injury arising out of, or relating to, business use of the home. 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 must conduct a home office inspection and submit a [Remote Work Safety Checklist](#). Any corrections due to that inspection are solely your responsibility.
- H. You will adhere to all University policies, including but not limited to [compliance](#) and privacy policies such as HIPAA, FERPA, etc.
- I. You will 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 and it is expected you will return it to the University in proper working order at the end of this agreement. 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. You will keep accurate records of such charges and submit them via the approved channels as per University policy.
- 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.
- 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 our HR Partner, named above, via the contact information provided above.

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]