



Telecommuting Agreement

Disclaimer

This Telecommuting Agreement does not create an employment contract between the employee and the University of South Carolina and should not be interpreted as creating a contract of employment, either expressed or implied. This document does not create any contractual rights or entitlements. The university reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment. This agreement may be terminated by the university at any time. Once the agreement is signed it may not be terminated by the employee without consent of the university.

Personal Information

USC ID:	Name (Last, First, Middle):			Job Code:
Job Title:		Supervisor:		
Campus:	Division:	Department Name:		
Campus Address:		City:	State:	Zip Code:
Offsite Workplace Address:		City:	State:	Zip Code:
Is the offsite workplace the employee's residence?		Yes:	No:	Offsite Workplace Phone Number:
Primary work location:		Campus Address	Offsite Workplace Address (only as condition of employment)	
Is telecommuting a condition of employment?		Yes:	No:	If yes, skip the next field (Duration)
Is that agreement part of a Campus/College/Division Plan:		Yes:	No:	

If telecommuting is part of an individual plan, the Individual Plan Section must be completed.

Duration of Telecommuting Period:	Beginning:	Through:
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If university property is loaned or services are provided as part of the Telecommuting Agreement, you must complete the section below.

Quantity	Equipment Description, Model, and Serial Number	Value

List Any Personal Equipment Used:

Offsite Work Location and Schedule

Please indicate the work location and work schedule below (i.e. UofSC Tues-Thurs 8:30-5:00; Home Mon & Fri 8:30-5:00). Use additional page if necessary.

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Meetings/Calls with Supervisor:	Daily:	Weekly:	Bi-Weekly:	Monthly:
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Please submit all completed forms to:
The HR/Telecommuting Contact for your Campus/College/Division



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Safety Checklist

My offsite workspace has adequate lighting, ventilation and is reasonably quiet and free from distractions. It is a comfortable workspace where it is easy to concentrate on work.

My offsite workspace is maintained in a safe condition, free from hazards and other dangers to the employee and the university's equipment.

I have the necessary software and required office equipment with sufficient and safe (grounded) electrical outlets in the offsite work space. All electrical equipment is free of any hazards and is connected to a surge protector as necessary.

I will back up data on a university server on a regular basis to ensure the university has such records

IT Security Certification

I certify that I have/will contact the IT security liaison for my organizational unit to ensure compliance with the [Secure Remote Access Guidelines](#) before I can begin telecommuting.

Employee Signature and Notice of Intent to Collect Private Information

I understand it is my responsibility to maintain the safety and appropriate arrangement of my offsite workspace if it is my home. I certify that my responses to the checklist are true and completed to the best of my knowledge. I understand any erroneous, misleading, or fraudulent information is sufficient grounds for my preclusion from telecommuting. Further, I acknowledge that I must provide the address of my telecommuting location and any contact information for that location, including home phone and/or personal cell phone. If such information changes, I have an affirmative duty to inform my supervisor of the updated telecommuting address and phone number before the move. Failure to provide this information initially and after any change will result in me being unable to telecommute. This contact information may be shared with human resources, executive leadership, agency safety staff, agency supervisors, and any other agency or state employee with a business need to access this information.

Telecommuting Special Conditions and Additional Agreements

I agree that I am responsible for attending all required meetings, unless my supervisor approves otherwise.

I agree to be available and accessible during the telecommuting scheduled hours for customers, co-workers, and supervisors/managers. Regardless of my telecommuting arrangement, I can be required to report to the office location at any time with or without advance notice.

I understand that all personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., should be done only during established break times, lunch time and before and after work hours. I understand and agree that I am prohibited from providing dependent care (either to a child or an adult) while working at the alternate work location.

I understand that telecommuting agreements are not transferable from one position to another, and this agreement is valid only for my position at the time the agreement is signed.

I agree to return all university equipment, supplies, material documents and/or other property immediately upon request, termination of participation in the telecommuting program and/or termination of employment.

I understand that working hours cannot coincide or overlap with any other type of employment.

I agree to inform my manager or supervisor any time there is an actual or suspected security issue that arises during my work at an alternate workplace.

I understand that the university is not liable for any damages to my personal or real property while I am performing official duties at my alternate workplace.



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I agree that I will not conduct any face-to-face University business at my telework location.
I agree to immediately report to my manager or supervisor any work-related injuries that occur while in the telecommuting arrangement.
I agree to provide certificates of my homeowners' or renters' insurance and to submit any renewal or changes as needed, if requested.
I agree that it is my responsibility to ensure compliance with any local zoning ordinances related to working at home or maintaining a home office.
I agree that any tax implications of telecommuting entirely my responsibility as the telecommuter. <i>Telecommuters are encouraged to seek professional advice in this area.</i>
I understand that I am responsible for maintaining the confidentiality and security of any information created or accessed via telecommunicating arrangements and for adhering to the University of South Carolina rules, policies and procedures regarding security and confidentiality for the computer, its data and information including sensitive data such as PHI (Protected Health Information) under HIPAA and PPI (Personally Identifiable Information) protected under FERPA, confidential University of South Carolina information and any other data to include paper files used in the normal course of work. This includes keeping such information in a secure place (lock and key) and/or my computer properly locked to prohibit unattended access.
I will ensure that any virtual meetings and/or telephone calls where confidential information is discussed occur in a private environment.
I will follow all University rules, policies and procedures regarding the destruction and/or retention of confidential or sensitive information.
Individual Plan (This section not required if telecommuting is part of Campus/College/Division Plan) *Please attach additional pages as needed.
1. Does the employee have all the characteristics required to be a successful commuter (see Telecommuting Request Form)? ___ Yes ___ No
2. What makes this position appropriate for telecommuting?
3. Please indicate whether employees participating in this plan will be: ___ 100% Remote ___ Combination (Remote at times and in the office at times)
4. How will productivity and performance be measured while the employee is telecommuting?
5. Please estimate cost to implement telecommuting for this employee. (i.e. costs may include laptop computers, increased travel costs, VPN, or remote meeting software)



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6. Please estimate savings related to telecommuting. Savings may include space savings (i.e., lease payments, parking costs), furniture, utilities, or savings related to equipment (i.e., desktop computers and landlines, etc.)

7. Describe how efficiency will be improved by allowing telecommuting.

Employee Agreement

I have read and understand the contents of this Telecommuting Agreement and the university's telecommuting policy and fully understand issues regarding: pay, attendance, advancement, leave, overtime, office location, liability, workers compensation, operating costs, safety, evaluation, termination of agreement and equipment maintenance. I agree to abide by all of the requirements of the policy and of this agreement.

Employee Signature:	Date:
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Authorization

The above-named employee has met all of the terms and conditions of the university's telecommuting policy, and approval is granted for the employee to participate in accordance with the agreement set forth above.

Supervisor Signature:	Date:
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Supervisor Title:

Senior Leadership Signature (Dean/VP/Vice Chancellor):	Date:
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Senior Leadership Title: