



## COVID-19 TEMPORARY REMOTE WORK AUTHORIZATION

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### Overview

As a part of the University of South Carolina's continued response to the novel coronavirus (COVID-19) pandemic, the university may allow employees to temporarily telework (work remotely or work from home) during the Fall 2020 term. Under this temporary remote work authorization, employees will perform essentially the same work that they would in their on-campus workplace in accordance with performance expectations and other terms determined by their supervisors.

UofSC may support remote work arrangements for employees based on the individual's risk profile or other issues related to COVID-19. Approval by the employee's supervisor is based on the overall needs of each department and an assessment of the employee's ability to successfully complete the essential functions of their job.

### Termination of the Temporary Remote Work Authorization:

This authorization does not constitute a contract of employment and should not be interpreted as creating a contract of employment, either expressed or implied. This authorization may be terminated by the university at any time. If the authorization is terminated, a reasonable amount of time will be provided for the employee to transition back to the worksite and/or schedule.

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### Hours of Work:

The amount of time that the employee is expected to work each week will not change due to participation in a temporary remote work authorization. **Specific work hours must be established in writing and approved by the supervisor.** Work hours may vary from day to day or from standard work hours. Any overtime for non-exempt employees must be pre-approved by the supervisor. With adequate notification and due regard for the employee's risk profile the supervisor may schedule times when the employee must physically come to campus to work.

### Compliance with University Policies:

The employee must comply with university policies and procedures and understands that violation of such may result in the termination of the temporary remote work arrangement and/or disciplinary action, up to and including dismissal.

### Expectations:

The employee will:

- maintain their offsite workspace with adequate lighting, ventilation and free from distractions where it is easy to concentrate
- maintain an offsite workspace in a safe condition, free from hazards and other dangers to the employee and any university equipment being utilized remotely

- ensure that they have access to the necessary software and required office equipment with sufficient and safe (grounded) electrical outlets in the offsite workspace. All electrical equipment is free of any hazards and is connected to a surge protector, as necessary
- back up data on a university server on a regular basis to ensure the university has such records
- protect confidential information and keep such information in a secure place (lock and key) when not working
- maintain regular and timely communications with supervisors and co-workers, and
- abide by all UofSC Secure Remote Access Guidelines.

**University Equipment:**

Basic infrastructure, including internet access, electricity, and cell phone are the responsibility of the employee. However, with **written approval from the supervisor** the employee may use university owned equipment at their offsite workspace. The employee is responsible for the safekeeping and return of the equipment.

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**Supervisor and Departmental Approval:**

You have been approved by your supervisor and your department to continue to work remotely through the Fall 2020 term.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Acknowledgement:**

As an employee at UofSC who has been approved by my supervisor to work remotely through the Fall 2020 term, I understand it is my responsibility to maintain the safety and appropriate arrangement of my offsite workspace. My signature below indicates that I have read and understand the contents of this COVID-19 Temporary Remote Work Authorization and will abide by all the stated requirements.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee USCID #: \_\_\_\_\_