



Division of Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Caroline Agardy, Vice President for Human Resources

DATE: September 26, 2025

RE: **Additional Telecommuting Guidelines**

To comply with the Governor's executive order and the South Carolina Department of Administration's Division of State Human Resources (State HR) guidelines on telecommuting and remote work, USC HR reviewed the University's telecommuting policy and return to campus guidelines, which was effective July 1, to ensure alignment with the State's updates.

As you are aware, USC HR developed an extensive plan for the return to campus on the USC Columbia campus along with a process for justifying and approving telecommuting requests which is consistent with the telecommuting policy. While the Governor's executive order has imposed further restrictions on telecommuting, institutions may ask for exceptions to the restrictions to be waived. Exceptions require the approval from State HR and the Governor or his designee.

On September 19, USC HR provided the Telecommuting Exception Request spreadsheet to units to complete and return with requests for an exception to the new telecommuting guidelines. USC HR plans to request approval for exceptions for those employees who USC authorized to telecommute in accordance with our July 1 return to campus guidelines. If you have not submitted your Telecommuting Exception Request spreadsheet, please submit the spreadsheet to the Employee Relations Office at telecommute@sc.edu by **close of business today**. If we do not receive the exception request for these employees, they will be required to comply with the executive order on October 1.

The following guidelines, as provided by the Governor's executive order, must be followed by FTE, RGP, TL, and temporary staff employees beginning October 1.

- Employees are not permitted to work remotely on the following consecutive days (Monday/Tuesday, Thursday/Friday, or Friday/Monday).
- Employees with disciplinary actions or unsatisfactory performance reviews cannot work remotely.
- Employees may continue to work remotely if previously authorized and if they meet the requirements of the executive order OR an exception was submitted to HR on the Telecommuting Exception Request spreadsheet by Friday, September 26.

New tracking and reporting requirements will be implemented effective October 1. A new spreadsheet will be provided to divisions/colleges/units for reporting telecommuting hours and deviations in telecommuting schedules that have been authorized. More information will be forthcoming in the next few days.

USC is subject to an audit by State HR to ensure compliance with the telecommuting guidelines. State HR has the authority to revoke the telecommuting plan if any deviations exist from what was approved by State HR and not documented on the new tracking and reporting spreadsheet.

If you have any questions, please contact Employee Relations at telecommute@sc.edu.