



MEMORANDUM

TO: HR and Business Contacts

FROM: Caroline Agardy, Vice President for Human Resources

DATE: June 27, 2025

RE: Updates to Telecommuting Policy, Resources, and Processes

Human Resources (HR) is pleased to share recent updates to the university's Telecommuting Policy along with new tools and guidance to support the transition. These resources will be available online on July 1, 2025.

Updated Telecommuting Policy

The updated ***HR 1.22 Telecommuting Policy*** will be available on July 1, 2025. The primary changes include:

- A reference/link to the Columbia campus ***Telecommuting Guidelines*** document.
- While managers and supervisors will still retain the ability to allow employees to work remotely for periodic or temporary circumstances (as defined in the policy), temporary remote workers are not to exceed 30 days in a six-month period. Longer periods of telecommuting are considered regular telecommuting and must be covered by a telecommuting agreement or ADA accommodation, if appropriate.
- Prior approval from Talent Acquisition is required before an out-of-state posting is advertised or posted to USC jobs. Postings should not indicate remote work opportunities as a benefit.
- An updated confidentiality statement to include protecting information related to HIPAA and FERPA.

New Telecommuting Guidebook

To complement the policy, a ***Telecommuting Guidebook***, a practical resource designed to support remote teams by providing guidance, procedures, and resources on telecommuting will also be available on July 1, 2025, on the [telecommuting website](#). The guidebook was designed to help navigate the new USC Columbia Campus

telecommuting guidelines, but includes information that our system campuses may also find beneficial.

New HCM Process for Telecommuting Agreements (Staff Only)

Previously, employees initiated the HCM telecommuting agreement process, but moving forward, HR will initiate the process. Beginning July 1, employees who have been pre-approved through the Telecommuting Justification Form process, will be assigned a Remote Worker Tile on their Employee Self Service page in HCM PeopleSoft. Employees will complete their telecommuting agreement, verify their address and tax information, and watch a brief training video on *Succeeding as a Virtual Team Member*.

ACTION REQUIRED

Telecommuter Names Needed for HCM PeopleSoft (Staff Only)

To ensure eligible staff employees receive the Remote Worker Tile in HCM PeopleSoft, HR requests names of staff employees who are telecommuting under one of the two approved reasons listed below if the staff employees were not already submitted through the justification form.

Background/Reason for Required Action:

When the Telecommuting Justification Form was first rolled out, two of the following telecommuting conditions were not included because additional justifications were not required.

- The position requires the faculty or staff member to work remotely (i.e., regional admissions recruiters or when grants designate specific geographic restrictions). No additional justification required.
- Faculty and staff who are engaged only in online degree programs (e.g., Palmetto College on-line programs or Master's degree programs offered exclusively online). No additional justification is required.

Due to changes in how the Remote Worker Tile is assigned to HCM PeopleSoft, each college/division must submit a comprehensive list of all eligible telecommuters to include those telecommuters who qualify under the two exempt categories listed above. Please email Telecommute@sc.edu with your eligible telecommuters.

Human Resources developed processes with some campuses that previously utilized the HCM PeopleSoft Remote Worker Tile. If any campus would like to begin using the Remote Worker Title process, please submit your request to Telecommute@sc.edu.

Access Job Aids and Support Materials

Two job aids, one for approved employees completing the telecommuting agreement and one for supervisors responsible for approval are updated to include detailed instructions for navigating the HCM PeopleSoft process.

For additional information, please visit the [Flextime and Telecommuting](#) web page. If you have any questions, please feel free to contact us at Telecommute@sc.edu.