



Dear

We value your experience and impressive qualifications. You will be a meaningful addition to a team that is changing higher education as we know it. The work you do at USF will directly contribute to our success as one of the newest members of the Association of American Universities, higher education's most prestigious association. You will be part of an organization that creates knowledge, solves problems, and enriches lives. We strive to be a best place to work and learn and you will continue to be part of something bigger than any one of us.

University of South Florida employees display integrity, purpose, and a keen execution of our strategic objectives. These characteristics and deliverables will continue to make a positive difference in the lives of our students and further impact our symbiotic relationship with our growing metropolitan region. Please see the details of your appointment below.

**Offer Details**

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Position

Start Date

Essential Personnel

Sincerely,

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My signature below indicates I have reviewed the Job Description and the enclosed documents and I accept the terms and conditions contained in this letter.

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Offer Acceptance Signature

Date

Encl:

**Additional Details**

Job Opening ID #

Position Number

Job Code

Department Number

Mail Point

Location

Pay Plan

Pay Distribution

Background Check Level

Research Position



Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ College/Div./Dept.: \_\_\_\_\_

Classification:  Faculty  Administration  Staff  Temporary/OPS

**Employee Acknowledgment:** The practice of working at a remote location instead of physically traveling to a central workplace ("Flexible Work Arrangement") is a work alternative available to employees at the University of South Florida with management approval, provided that the arrangement is conducive to University operations and performance of the employee's job duties. The parameters of the Flexible Work Arrangement and any applicable limitations should be discussed between the employee and the employee's supervisor prior to implementation and revisited during the course of the Flexible Work Arrangement, as necessary. The employee acknowledges and agrees that the Flexible Work Arrangement covered by this Agreement is not an entitlement, benefit, term, or condition of employment, and that the employee remains subject to all performance expectations, rules, and procedures of the employee's department/unit, as well as all USF Policies and Regulations. Employees are encouraged to perform their duties within the state of Florida, where possible.

**Discontinuation of Flexible Work Arrangement:** Either management or the employee may discontinue the Flexible Work Arrangement at any time. Where practicable, at least two weeks' notice should be provided prior to discontinuation in order to facilitate the transition to on-site work.

**University Equipment:** USF-owned equipment or services normally will not be provided or paid for by USF when the Flexible Work Arrangement is authorized solely for the convenience of the employee. Any purchase of equipment or services, or the reimbursement of related expenses incurred by the employee, must be approved by appropriate management with budgetary authority prior to the purchase or expense being incurred. In such cases, the employee is responsible for protecting University Equipment against loss, damage, and unauthorized use. The employee will promptly notify management of any required maintenance or service relating to University Equipment. USF will not be responsible for operating, supply, or other incidental costs associated with the employee's remote work location.

**Non-liability for Personal Property:** The University will not be liable for damages to the employee's property resulting from the Flexible Work Arrangement.

**Workers' Compensation:** In the case of a remote work-related injury, the employee will immediately report the injury to the employee's supervisor, so that the matter can be processed in accordance with the University's standard policies and procedures.

**Payroll Taxes:** USF will only withhold federal payroll taxes. The employee is responsible for all other taxes, including those related to performing work from any jurisdiction outside the state of Florida.

**Official Documents/Records and Other Information/Data:** While working at the remote work location, the employee will properly safeguard University records from loss, damage, or unauthorized access and will prevent unauthorized access to any sensitive or non-public information and data via computer or other telecommunications, as applicable. The employee also agrees to ensure the retention of any records in paper or electronic format, including but not limited to e-mails, text messages, and communications via Microsoft Teams or similar platforms, that may be subject to disclosure under Florida's Public Records Law.

**Failure to Comply:** Non-compliance with the provisions of this Agreement may result in termination of the Agreement and Flexible Work Arrangement and/or appropriate disciplinary action.

Flexible Work Arrangement Begin Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

Address of Remote Work Location(s) (if designated):

City / State where the work will be performed, if outside the state of

Florida: Equipment / Services Provided by the University:

## Moving Allowance

A comprehensive transition allowance in the amount of \$ \_\_\_\_\_ will be paid in lieu of relocation cost reimbursement and/or comprehensive payment of moving expenses. The allowance will be paid within thirty (30) days upon hire as a lump sum payment. It will be processed as additional taxable compensation through the Payroll system with all applicable income taxes and FICA amounts deducted.

See IRS Publication 521 ([IRS Forms & Publications](#)) and USF [procedures](#) for additional information regarding qualified moving expenses.

### Clawback/Repayment

Should you voluntarily terminate your employment with USF prior to the completion of two years of service after receiving a moving allowance greater than or equal to \$3,500.00, you agree to reimburse USF for this payment according to the following rates and schedule:

Separation from Employment	Amount of Repayment
< six months	100% of the net moving allowance stipend
< twelve months	75% of the net moving allowance stipend
< eighteen months	50% of the net moving allowance stipend
< twenty four months	25% of the net moving allowance stipend

The above amounts are subject to additional reimbursement of certain federal withholdings in accordance with USF's standard payroll practices for repayments covering multiple calendar years, as applicable. Reimbursement may be effected by deducting from final wages and/or eligible leave payouts following separation of employment, as appropriate.

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Candidate Name

Candidate Signature

Date

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Hiring Authority Name

Hiring Authority Signature

Date

### Faculty Professional labs, Libraries, Supplies and Equipment

The transition allowance does not apply to special situations involving the establishment or relocation of professional labs, libraries, supplies and equipment of faculty and researchers. These are direct payments to vendors through normal [USF Purchasing](#) and [USF Accounts Payable](#) procedures. An authorized USF employee must approve the expenditure. The new faculty or staff member must provide a letter from their old institution releasing the material and/or equipment to USF, and the USF department must provide a letter accepting the materials and/or equipment to be moved. A list of equipment must be provided to UCO [Asset Management](#) for Property tagging.

