

[Date]

[Name]

[Address]

Re: Offer of Employment

Dear [Candidate Name]:

On behalf of the University of Southern California, I am pleased to offer you the position of [title], in the department of [name of department]. The salary for this [exempt/non-exempt] position is [\$\$ Amount] per [monthly salary or hourly/weekly rate for some non-exempt employees] [For non-exempt employees: Overtime compensation will be based on your hourly rate of (full-time annual salary ÷ 260 ÷ hours per day; for part-time employees or those on alternative work schedules, please consult your Home Department Coordinator or University Payroll Services for assistance).] Your expected starting date of employment is [starting date; department also may include factors on which this date is contingent]. Please report to [who to report to, location and time to report].

[The department may inform the job candidate of the University Compensation job title or the internal working title, or both.]

Title [University Compensation job title, job code (optional)]

Internal title: [internal working title, if applicable]

Grade: [grade, exempt/non-exempt status]

Percent of time employed: [XX%]

This offer is contingent upon your signing both an agreement that the employment relationship is at-will and an arbitration agreement. Both agreements are enclosed for your signature to be returned to me along with a signed copy of this letter.

[The department may cite department or job specific requirements such as certifications, licenses, etc.]

[The department also may cite important departmental policies and fulfillment of policies specific to the position (for example, drug testing policies for drivers of university vehicles) in the following paragraph.]

Should you accept this offer, your continued employment will require both satisfactory job performance and compliance with existing and future university and departmental policy. Your compliance with university policy includes the responsibility to respect the highest level of privacy for all members of the university community. Because many of our faculty and staff handle a variety of proprietary and private information concerning colleagues, students, patients, alumni, donors, and others associated with the university, protecting privacy is the responsibility of all university employees. Therefore, a further condition of your employment is that you agree to not disclose or discuss any confidential information obtained from the university, school or departmental records, either during or after employment with the university (unless such disclosure is a normal requirement of your position and has been authorized). This includes, but is not limited to, intellectual

property, proprietary trade information, student records, payroll figures, personal data such as employee home addresses, patient records and donor files.

You also will be required to verify your eligibility to work in the United States. Please bring with you on your first day of employment the enclosed I-9 form along with documents that will establish your identity and employment eligibility. Also enclosed is a list of acceptable documents.

At USC Employee Orientation, you will be provided with information about your eligibility for employee benefits, the enrollment process, and the effective dates of coverage. Your enrollment in benefits programs for which you are eligible must be completed within the first 60 days of your employment or you must wait until the next open enrollment period. Your supervisor will schedule you to attend orientation within your first three weeks of employment. You will need to provide certified documentation for any dependents you wish to include in benefits programs. In the meantime, I encourage you to review the Web resources identified below for further information about your employment and the university.

I am pleased that you are joining the university and hope you will find your employment with USC to be a rewarding experience. If you have any questions, please call me at [*Phone Number*].

Please signify your acceptance of my offer by signing and returning to me the enclosed copy of this letter along with the signed arbitration and at-will agreements [*other signed agreements required by department*] no later than [*date*].

Sincerely,

[*Name*]

[*Title*]

I hereby accept employment on the conditions set forth in this letter.

Signature of Candidate

Date

Enclosures: Arbitration Agreement
 At-Will Agreement
 I-9 Form and List of Acceptable Documents
 [*Other Departmental Agreements*]

Web

Resources: Employee Benefits www.usc.edu/Benefits
 Parking www.usc.edu/dept/transportation/
 Payroll Services www.usc.edu/payroll/
 University Policies www.usc.edu/policies/

USC Home Page www.usc.edu
[*Department Home Page*]