

[Date]

[Name]

[Address]

Re: Offer of Employment

Dear [Candidate Name]:

On behalf of the University of Southern California, I am pleased to offer you a resource employee position in [name of department and/or school]. The hourly rate for this position is [\$\$ Amount] and your pay schedule is biweekly; overtime rules apply to this position. You are expected to begin your employment on [date]. As a resource employee you may not work more than 1,000 hours in any 12-month period. Your work schedule and the number of hours you will work will be determined by your supervisor. On [start date], please report to [who to report to, location and time to report].

Start date of employment: [start date]

End date of employment (if applicable): [end date] Hourly work is on an as-needed basis; employment may end at any time.

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. 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. [The department should cite department or job specific requirements such as proof of certifications, licenses, etc. must be submitted]

[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, you also accept responsibility for 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 employees 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, you must 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.

Resource employees are not eligible for benefits, nor are they eligible for any type of leave, with the exception of basic disability and workers' compensation subject to the requirements of these plans. Resource employees may be terminated at any time with or without cause. No separation pay (severance pay) or layoff benefits are paid to employees hired as resource employees. When you leave, your final paycheck will include pay only for days worked.

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, at-will agreements, and Job Information Questionnaire [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 and as described in the Job Information Questionnaire.

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Signature of Candidate

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Date

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

Resources:       Parking and Rideshare [www.usc.edu/dept/transportation](http://www.usc.edu/dept/transportation)  
                    Payroll Services [www.usc.edu/payroll](http://www.usc.edu/payroll)  
                    University Policies [www.usc.edu/policies](http://www.usc.edu/policies)  
                    USC Home Page [www.usc.edu](http://www.usc.edu)  
                    [Department Home Page]