

MEMORANDUM

To: USC Viterbi Faculty
From: Yannis C. Yortsos, Dean *Yannis C. Yortsos*
Date: February 1, 2018
Subject: Viterbi Childcare Subsidy Initiative

The USC Viterbi School of Engineering is committed to fostering a supportive and family-friendly environment for our faculty and staff. In furtherance of this commitment, I am pleased to announce a new Viterbi initiative for faculty (and corresponding ones for staff at UPC and at ISI, communicated separately) who parent a new child (newborn or adopted). The initiative is designed to provide financial assistance during the initial temporary period of transitioning into a stable state of childcare assistance for anticipated cases of need.

USC provides and supports two childcare centers for our faculty and staff: one on the UPC, operated by [K-Step Montessori](#), and the other on the HSC, operated by [Bright Horizons](#). These childcare centers are excellent options for UPC or HSC-based USC employees in providing stable childcare assistance during normal work hours. While their capacity recently has grown substantially, the waiting time to enroll a new child can still be significant—weeks to months, depending on the child’s age group. More generally, such wait times have also become common at other accredited childcare centers. While USC’s centers offer market-priced childcare in a convenient location for many employees, during such wait-time periods, parents oftentimes must engage in other individualized childcare options/providers, which are not currently subsidized by USC and which cost more than a traditional childcare center. This Viterbi initiative, which is subject to future change, addresses this key shortcoming.

Under this initiative, the School will provide childcare subsidies, in the form of a salary supplement, to eligible faculty for a period of up to six months for each child born or adopted (age 5 or less), which is anticipated to cover much of the period of transition into a stable state of childcare assistance for the child, e.g., enrollment in one of USC’s childcare centers or other approved appropriately accredited center. Subsidies may be given in the following prescribed amounts: \$2,000/month for junior faculty (Lecturer or Assistant Professor ranks), \$1,500/month for mid-career faculty (Senior Lecturer or Associate Professor ranks, including research and practice), and \$1,000/month for faculty at the more senior full Professor ranks (including research and practice). Eligibility, required supporting documentation, and conditions for receiving this childcare subsidy are given below:

- To be eligible, the parent must be a full-time faculty member (i.e., not on unpaid leave) with a primary appointment in the Viterbi School during the period over which the subsidy is to be provided.
- The eligible parent must submit proof of being on the wait-list at one of USC’s (or any approved) childcare centers *at least six months prior* to the estimated date of the child’s birth or adoption; if placed on the wait-list after this period, up to only three months of childcare subsidy may be provided.
- The employee must provide Viterbi Human Resources proof of birth or adoption of the child.
- The subsidy may commence once the child is born or adopted, but only after the 10-week bonding period if the eligible parent goes on parental or maternity leave.
- The childcare subsidy will terminate once the parent is removed from the wait-list or child is enrolled.
- Only one of the child’s eligible parents may receive the childcare subsidy.

Eligible faculty should submit their request for this childcare subsidy, with all supporting documentation, to Vice Dean Pinkston within a month of being placed on the wait-list of a USC (or any approved) childcare center. We are hopeful that this new initiative will help further enable our faculty and staff to improve their work-family life balance and contribute to the advancement of excellence in our educational and research mission.

