

**Board of Trustees of Community College District No. 508, County of Cook, State of Illinois**  
**Temporary Telework Policy Concerning the COVID-19 Pandemic**  
**Effective March 23, 2020**

**1. Purpose**

This Temporary Telework Policy Concerning the COVID-19 Pandemic (this “Policy”) provides an option for certain employees to work remotely and for Supervising Managers to help manage their workforce during the COVID-19 pandemic. This Policy is not intended to serve as a permanent Telework Policy for City Colleges of Chicago and shall terminate upon the earlier of (i) May 30, 2020, or (ii) revocation of this Policy by the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois (the “Board”).

**2. General Policy Provisions**

- a) This Policy may allow staff to work at home for periods of time under certain conditions which are described below.
- b) The terms and conditions of employment, including all Board Policies and Procedures, and all City Colleges of Chicago policies, manuals and handbooks continue to apply, except as expressly amended within this Policy.
- c) City Colleges of Chicago is under no obligation to approve any telework arrangement or to approve any telework agreement. The decision as to whether or not telework will be approved will be made on a case-by-case basis.
- d) All employees approved for telework, upon at least 24 hours notice, must still report to the office or other locations if directed by their supervisor.
- e) The time period allotted for an employee to telework under this Policy is limited to a timeframe designated by the Chief Talent Officer.
- f) Preference for telework under this Policy shall be given to employees who fall within the following categories:
  - i. Employees who have received a quarantine order by CDPH or a medical provider;
  - ii. Employees who have been ordered to remain home by City Colleges of Chicago due to exposure or potential exposure;
  - iii. Employees who have returned from a country that has been listed on the CDC’s Geographic Risk Assessment for COVID-19 as a Level 3 country. The CDC Geographic Risk Assessment for COVID-19 can be found at [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers); and
  - iv. Employees who have an underlying medical condition that subjects them to increased risk from the COVID-19 outbreak, at the discretion of the Chief Talent Officer.
- g) Employees who have any illness or injury, including contracting COVID-19, that restricts or renders the employee incapable of performing their job duties are not expected to and should not work from home while ill or injured. Employees should consult with their HR Department on sick leave benefits.
- h) This policy applies to any person employed by City Colleges of Chicago.

### **3. Considerations for Telework Approval**

When determining whether or not telework is appropriate, supervising managers must consider whether or not it is operationally feasible for the employee to perform the core duties of their job away from the worksite. Work to be performed from an alternate worksite must be part of the employee's job description. Supervising managers should also consider whether the work performed can be adequately assessed to ensure that work is being performed and whether or not teleworking would pose any adverse risks to the operations of the department or City Colleges of Chicago. Specifically, supervising managers should consider the following questions:

- a) Can the work performed be monitored by output versus time spent doing the job?
- b) Is the job characterized by clearly defined tasks and deliverables?
- c) Is there sufficient work for the employee to perform away from the worksite?
- d) What are the technical and equipment needs required to perform the work and can those technical and equipment needs be readily accessed from home?
- e) Does the work require minimal need for on-site files, records, special equipment, software, or other resources?
- f) Does the work require limited need for face-to-face contact with the public or colleagues?
- g) Can communication with the public or colleagues be satisfied remotely?
- h) Can the work be performed remotely without unnecessary risk to the security of data, networks, or client confidentiality?
- i) If the position is managerial, can the employee effectively supervise their subordinate employees remotely?

### **4. Requirements for Telework**

If a supervising manager determines an employee may work from home, then the following requirements apply:

- a) The employee must receive advance written approval from the Supervising Manager and Chief Talent Officer before telework can begin.
- b) The employee must continue to follow City Colleges of Chicago required time keeping through electronic means if available.
- c) The employee must work their regularly scheduled hours on City Colleges of Chicago business for each telework day.
- d) The employee must check e-mail periodically throughout the day and must be available via e-mail and phone.
- e) Employees must also complete a Telework Request which is attached as Exhibit 1 to this Policy. The Telework Request requires the employee to certify that his or her remote location includes a safe, private, and quiet space sufficient to allow the employee to perform the core duties of the job, and that the employee has technology and equipment needed to perform the job. The agreement also provides, among other things, that City Colleges of Chicago is not responsible for the costs of the employee's equipment and facilities utilized during telework, including without limitation home office space, internet, computer and phone equipment.

**5. Termination of Telework**

- a) The Supervising Manager or Chief Talent Officer may terminate any Telework Request or modify any Telework Request at any time.
- b) Any employee who is unable to abide by the terms of this Telework Policy and the applicable Telework Request must notify their supervising manager immediately. The supervising manager, in consultation with the Chief Talent Officer, is responsible for determining if the employee can continue to telework.

Exhibit 1  
Telework Request

**CITY COLLEGES OF CHICAGO COVID-19 TELEWORK REQUEST**

The City Colleges of Chicago’s (“CCC”) Telework Policy may allow staff to work at their home for periods of time under certain conditions which are described in the Telework Policy. The terms and conditions of employment, including all CCC policies and procedures, and all departmental policies and procedures, continue to apply in any telework arrangement except where the terms and conditions of the Telework Policy supersede. City Colleges of Chicago is under no obligation to approve any telework arrangement or to approve any telework agreement. The decision whether to approve telework will be made on a case-by-case basis.

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

Current Work Location: \_\_\_\_\_

Current Cell Phone Number: \_\_\_\_\_

Supervising Manager: \_\_\_\_\_

The employee’s core hours on telework days will be consistent with their standard work hours/schedule.

For time reporting, the employee must utilize the CCCWorks Web Clock.

In the event the Department is closed or delays opening due to an emergency on the employee’s regular telework day, the employee is to continue working their telework schedule unless otherwise notified.

**Job Tasks**

The employee will maintain contact with their work unit and colleagues, including attending meetings on telework days via telephone and/or web conferencing solution when requested to do so by their supervisor.

**Communication**

To maintain close communication and standards of professionalism while working from an alternative workplace, the employee shall:

- Notify their Supervising Manager and necessary colleagues of any change in the telework schedule;
- Be available to supervisors and colleagues by telephone and email during core work hours;
- Make all reasonable attempts to return calls and emails during the telework day;
- Complete required communication with Supervising Manager;
- Attend meetings via telephone/teleconference; and
- Have office forward calls to remote site if feasible.

**Compensation and Benefits**

The employee shall utilize CCCWorks Web clock in replacement of on-site clocks where applicable. If employee doesn’t utilize CCCWorks for time reporting they will continue with their process as it currently is completed. The employee’s compensation and benefits shall not be affected by the telework

arrangement. For employees eligible for overtime, the employee shall not work overtime without prior written approval from their Supervising Manager.

**Equipment and Expenses**

The employee and the Department shall determine the minimum equipment and software necessary for the employee to complete assignments from the alternate workplace in a timely, efficient, and professional manner. In determining which equipment (if any) shall be provided by the Department, the Department shall consider appropriateness and availability. The employee is required to return any CCC property upon request after the telework period is completed.

The Department will maintain all equipment owned by CCC. The employee will not perform maintenance or repairs on CCC-owned equipment without prior written approval from the Department. The employee is responsible for service costs, maintenance, and repairs of employee-owned equipment.

Only CCC-owned software may be installed on CCC-owned equipment. The employee may not install or download any other software to CCC-owned equipment without Department approval. All software that an employee uses for telework must be licensed by the software manufacturer.

The employee shall never purchase or rent equipment, services or supplies on the assumption the Department shall reimburse for the cost. Department prior written approval must be obtained prior to any expense incurred. The employee is responsible for ongoing operating costs, such as telephone (mobile and landline) service fees, mobile phone data plans, internet fees, utility costs, homeowner’s or renter’s insurance and furniture or equipment rental fees.

**Equipment used to telework    Provided by employee/provided by Department**

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**Information Security**

The employee teleworking will follow all CCC Policies and City Colleges of Chicago Work rules. Additionally, the employee shall ensure the following:

- The protection of CCC data on disc, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate workplace;
- That approved firewalls and anti-virus software are on all remoted site computers and are kept with current definitions;
- That flash drives or other portable drives are not used;
- All work is saved on CCC data drives (network attached storage (e.g. S:/ or U:/), CCC OneDrive or CCC SharePoint); and
- The employee agrees to follow Department and CCC policies concerning the handling of public records.

**Safety**

The employee confirms that they have a suitable place to work at the alternate workplace and that to the best of their knowledge the workplace is safe from conditions that could pose a hazard to health and safety or danger to equipment.

**Limitations**

Teleworkers must observe the following limitations when working from the alternative workplace:

- Employees cannot operate a business or work for another employer during work hours/while clocked in;
- Employees cannot allow others to use CCC equipment or access the CCC network, applications or cloud services.

**Termination and Amendments**

This agreement is not a guarantee of employment and can be terminated at any time by CCC or employee. CCC will not be held responsible for costs, damages or losses to the employee resulting from termination of the agreement. The employee and the employee’s union representative, if applicable, do not have the have a right to grieve or appeal the termination of this Agreement.

This Agreement may only be amended in writing, signed by all signatories to the original Agreement. A copy of this agreement and any amendments will be provided to the employee and placed in the employee’s personnel file.

**AGREEMENT:**

EMPLOYEE: By signing, the employee states they have read, understand, and agree to the terms and conditions of this agreement and the telework policy:

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Supervising Manager signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Talent Officer signature

\_\_\_\_\_  
Date