

**UNIVERSITY OF ILLINOIS at URBANA CHAMPAIGN**  
**ILLINOIS HUMAN RESOURCES**  
**COVID-19 RESPONSE: REMOTE WORKING PROTOCOL**  
**March 14, 2020**

## Guiding Principles

- We are committed to providing a safe work environment for our employees, their families, and our community at large.
- Social Distancing, in accordance with the Centers for Disease Control and Prevention (CDC) guidelines, is proven to be the most effective method to prevent the introduction and rapid spread of viruses like COVID-19.
- University operations are continuing; we are not closing even though some operations may be accomplished differently. Therefore, we expect our employees will continue to work and be paid.
- Reducing employee concerns about the risk of exposure to COVID-19 is a top priority for the University.

## Objective

To implement remote work arrangements for as many employees as possible in order to fully realize the benefits of social distancing.

## Required Unit Action

- For each employee, determine which of the following categories is most appropriate and then take the corresponding action.

Category	Action	Pay	Applies to:
1. Work can be done remotely	<p>Determine if employees have equipment and internet access to work remotely.</p> <p><a href="https://techservices.illinois.edu/content/continuing-key-university-activities">https://techservices.illinois.edu/content/continuing-key-university-activities</a></p> <p>If employee has needed equipment and internet access, the employee should be transitioned to remote work by March 25, 2020.</p> <p>If needed equipment/internet access cannot be provided by department, the employee should continue to report to his/her regular work location.</p>	<p>Continue normal pay, including overtime when applicable.</p> <p>Normal usage of paid vacation and sick leave benefits.</p>	<p>Faculty</p> <p>AP and CS Staff</p> <p>Post-Docs</p> <p>Residents</p> <p>Grad Assistants</p> <p>Extra Help</p> <p>Academic Hourly</p> <p>Grad Hourly</p> <p>Undergrad Hourly</p>

Category	Action	Pay	Applies to:
2. Work cannot be done remotely and demand for services is reduced (e.g., lab helper, retail services, etc. )	Goal is to find work for the employee in order to maintain pay status. This can include reassignments in duties or units.	Continue normal pay at current rate, even if reassigned to different duties.  Employing unit pays, even if employee is reassigned to a different unit.	AP and CS Staff Post-Docs Residents Grad Assistants Extra Help Academic Hourly Grad Hourly Undergrad Hourly
3. Some portion of the work requires use of University facilities and cannot be completed remotely (e.g., lab research work)	On a limited basis, these employees can continue to report to their work location.  Encourage these employees to work remotely as much as possible.	Normal pay, including overtime when applicable.  Normal usage of paid vacation and sick leave benefits.	Faculty AP and CS Staff Post-Docs Residents Grad Assistants Extra Help Academic Hourly Grad Hourly Undergrad Hourly
4. Work cannot be done remotely and is essential to University operations during this time	Employees are to continue to report to their regular work location.	Normal pay, including overtime when applicable.  Normal usage of paid vacation and sick leave benefits.	AP and CS Staff Post-Docs Residents Grad Assistants Extra Help Academic Hourly Grad Hourly Undergrad Hourly

## **Logistical Considerations**

- Assess which employees could perform the work remotely but do not have the equipment or internet access and what would be needed to enable them to work remotely. If there is no way to provide equipment or access, those employees should work at their campus location.
- Your technology staff should instruct employees on ways to utilize technologies to complete their work. As a reminder, please prioritize VPN connections for employees who need to access applications that can only be accessed through VPN. For example, Outlook and Box can be accessed without VPN.

## **Benefits of this Protocol**

- Closely aligns with institutional decision to move away from in-person instruction and limitations on in-person meeting and event attendance.
- Assists in overall community COVID-19 containment efforts.
- Provides greater flexibility given Governor Pritzker's declaration on school closings.
- Protects employees with personal higher risk factors or who have family members with higher risk factors while allowing them to continue working.
- Reduces employees' stress and concern about COVID-19.

## **Challenges**

- Employees whose work cannot be performed remotely may feel the University is not equally concerned about their health and well-being.
- There may be a perception of unfairness as not all employees will be able to work remotely.
- The potential exists for unforeseen technology issues.

## Remote Work Protocol

The Remote Work Protocol is a part of the University of Illinois at Urbana Champaign's overall response to managing the risk of COVID-19. This protocol is an exception to normal operations. Further updates will be provided as they become available.

Both OT (Overtime) Exempt and OT Eligible employees can work remotely.

Remote working is not an entitlement; not all work can be performed remotely.

The designation of which positions can be performed remotely is a unit decision. Senior Administrators should determine the approval level required within their operations, i.e, the decision can be fully delegated to the individual supervisor.

Units must provide direction to employees who are working remotely to include expectations of:

- availability

- work schedules

- pre-approval for overtime, if applicable

- submission of timesheets

- if employees are ill or have approved vacation, they should report benefit usage as per usual

- any other unit specific expectations

Units should consult with Tech Services (217.244.7000) for guidance on VPN connections and whether Box or other technologies can be utilized. <https://techservices.illinois.edu/content/continuing-key-university-activities>