

**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: \_\_\_\_\_

Assigned Work Location: \_\_\_\_\_

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

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

The employee’s core hours on telework days will be documented and approved through this document.

For time reporting, the employee must utilize the CCCWorks or COA where applicable.

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.

Modifications to this schedule can be made when necessary due to building closing or other changes in environment with documented approval of Supervising Manager.

**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.

Continue to report all absences from work as usual per CCCWorks or COA for approval.

## **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.

In case of partial telework, it is the responsibility of the employee to bring the equipment to and from the office.

## **Equipment utilized in Teleworking:**

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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.

**Telework Schedule:**

Day	Location	Hours
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

**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: To sign click on Fill & Sign menu located on top of Adobe Acrobat and click on the Place Signature button. A dialogue box will appear and you can then drag to sign box to the signature line below. 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

Print Employee Name

**APPROVED BY:**

\_\_\_\_\_  
Supervising Manager Signature

\_\_\_\_\_  
Date

Print Supervising Manager Name \_\_\_\_\_

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

\_\_\_\_\_  
Date