



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Work-From-Home COVID-19 Quarantine Protocol

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COVID-19 Work-From-Home Protocol
Illinois Valley Community College
Fall 2021

Illinois Valley Community College (IVCC) supports the full and part-time staff in COVID-19 related quarantine and child care situations. For these reasons, IVCC has adopted the following Work-From-Home protocols in the event that a faculty or staff member is placed into quarantine or if an individual for whom a faculty or staff member is a primary caregiver is placed into quarantine. This protocol shall also be used in the event of K-12 school closures due to COVID-19 situations that affect faculty and staff members' dependents.

The Work-From-Home protocol is not intended to alter the at-will nature of the employee's employment at the College, if the employee is considered at-will. The procedure to request Work-From-Home is different from the procedure to request reasonable accommodations under any applicable law, including but not limited to the Americans with Disabilities Act. If you are requesting to work from home as an ADA accommodation, please contact the Human Resource Department.

1. **Eligibility.** Full and part-time employees are eligible to apply for a Work-From-Home arrangement only in the case of a COVID-19 qualifying event, including a personal quarantine, a quarantine of an individual for whom the employee is the primary caregiver, the closure of a K-12 school due to COVID-19 concerns, or such other circumstance that the College may hereafter designate as a COVID-19 qualifying event. The employee and supervisor, with the assistance of Human Resources, needs to evaluate the suitability of a position prior to completing a work-from-home arrangement. A signed Hybrid Work-from-Home Procedure and Guideline Agreement Form must be on file with Human Resources prior to an employee beginning a work-from-home schedule.

To be eligible:

- The employee has been employed by the College for at least six months.
 - The nature of the job does not require the employee's physical presence (e.g. the work of other employees or requires face-to-face contact to provide effective customer service), or when efficiency is not compromised when the employee is not present on campus.
 - The change in work location does not impact productivity, customer service, operational efficiency, or team collaboration.
 - The employee's performance evaluations indicate performance meets expectations and/or the employee has not received disciplinary action or has a demonstrated attendance problem.
 - The employee does not require close supervision.
 - The employee's current assignment does not require frequent supervision, direction or input from others who are on-site.
 - The employee has adequate internet and phone service.
 - Some or most of the job responsibilities can be performed away from the regular work location.
2. **Work Schedule.** Employees are to follow supervisor-approved work schedules. The employee and supervisor will make necessary arrangements based upon the number of days identified by the local health agency or medical professional for quarantine, or by the number of days a K-12 school will be closed, the work schedule the employee will customarily maintain, and the manner and

frequency of communication. The required number of work hours will not change, and employees are responsible for reporting time worked, leave used, and for adhering to College attendance policies. Final decisions on work schedules are determined by the College Administration.

- Remote/Work-from-home is not to be used in place of sick or annual leave. The employee agrees to using available leave time (i.e., personal, vacation, comp, sick, FMLA) when unable to fulfill their remote work assignment during working hours and agrees to notify their supervisor prior to leave time usage in accordance with College policies and procedures. Employees cannot work from an alternate work location during medical leave without their physician's written authorization.
 - The employee agrees to be accessible by phone, video, or other agreed upon method within a reasonable time period during their work schedule and agrees to attend meetings, events, trainings, or conferences as instructed by their supervisor, including but not limited to department/division meetings, special events and College-wide events. Supervisors will provide a 48-hour advance notice of any change to the remote work assignment.
3. **Equipment.** The College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each work-from-home arrangement on a case-by-case basis. Human Resources and the IT department will serve as resources in this matter.
 - The College reserves the right to make determinations as to appropriate equipment, subject to change at any time.
 - Equipment supplied by the College will be used only for business-related work and all tools and resources provided by Illinois Valley Community College shall remain the property of the College at all times. The employee agrees to protect College tools and resources and to report theft or damage immediately to their supervisor.
 - Equipment supplied by the employee will be maintained by the employee. Illinois Valley Community College accepts no responsibility for damage or repairs to employee-owned equipment.
 4. **Work Environment.** The employee will establish an appropriate environment for work purposes. Illinois Valley Community College will not be responsible for costs associated with initial setup of the employee's work-from-home space such as remodeling, furniture or lighting, nor for repairs or modifications to the work-from-home space or any other additional costs associated directly with the work-from-home assignment.
 5. **Security and Confidentiality.** The employee will be expected to ensure the protection and confidentiality of all college information accessible from their alternate work site. The employee agrees to follow the College's AUP policy.
 6. **Injuries.** Injuries sustained by the employee while at their work-from-home location and in conjunction with their regular work duties may be covered by the college's workers' compensation program. As such, the employee is required to report any work-related illness or injury to their supervisor immediately and to fill out an accident report as a record of the incident within 24 hours of the event or claim.
 7. **Liability.** Illinois Valley Community College assumes no liability for injuries occurring in the employee's alternate work location workspace outside of work hours. Employees should note

that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home and the employee is responsible for any liability. The College accepts no responsibility whatsoever for the safety, security or suitability of any alternative work site. The College also accepts no responsibility for the personal property of any employee.

Tax and other legal implications for the business use of the employee's alternate location on IRS and state and local government restrictions. All cost and responsibility for fulfilling all obligations in this area rest solely with the employee.

8. **Evaluation.** Evaluation of work-from-home performance may include daily interaction by phone and e-mail between the employee and the supervisor, and weekly digital meetings should the COVID-19 qualifying event last longer than one week to discuss work progress and problems. Evaluation of work-from-home performance will be consistent with that received by employees working at the office in both content and frequency. An employee's failure to fulfill work requirements will result in the termination of the work-from-home agreement.
9. **Communication Plan.** An appropriate level of communication, including but not limited to the daily completion of a "Work-From-Home Log" substantially in the form of the "Sample Work-From-Home Log" attached hereto, is expected between the employee and supervisor and at a level of detail and thoroughness consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.
10. **Overtime.** An employee who is not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked via an electronic timesheet. Overtime Worked during remote/work-from-home schedules will be treated no differently than when on campus. Supervisors must provide advance approval of any overtime. Failure to do so may result in termination of the work-from-home arrangement and/or disciplinary action.
11. **Child Care/Elder Care.** Work-from-home assignments are NOT designed to be a replacement for appropriate child care or elder care. Telecommuting is not a substitute for these situations. In pandemic circumstances exceptions may apply, but only with appropriate College approval. Prospective employees are encouraged to discuss expectations of work-from-home from home with family members. If an employee is actively caring for a child or family member, that time is not considered work time; appropriate leave should be used during those times.
12. **Authorized Closings.** Authorized closings will apply to the work-from-home individual as he/she will be unable to remain in contact with supervisor and co-workers. Essential employees are the exception and will be notified of their essential assignment.
13. **Additional Compensation.** Salary and benefits will not be affected by work-from-home/remote work. There shall be no additional pay for work-from-home. Nor shall mileage be paid for transportation between and employee's location and Illinois Valley Community College campuses. If an employee requests to work-from-home there will be no reimbursement for internet or other work-from-home related expenses.
14. **Termination of Agreement.** The availability of the work-from-home arrangement as a flexible work arrangement for employees of Illinois Valley Community College can be discontinued at any time at the discretion of the employee or employer based upon the conditions surrounding the

COVID-19 qualifying event. The College's continued offering of a Hybrid Work-from-home Agreement is neither expressed nor implied for any period beyond Fall 2021.

I have read the foregoing guidelines and understand my responsibilities as outlined on the attached addendum which has been completed prior to my signing below. I have also provided my supervisor with the appropriate information necessary for the work-at-home situation. Should I need to change the predetermined schedule, I will notify my supervisor immediately.

Print Employee Name: _____

Print Employee Job Title: _____

Employee's Signature: _____

Date: _____

I have read the guidelines and understand the supervisor's duties and responsibilities during the work-at-home situation. I have been provided with the necessary information required from the employee and will provide continued review of this arrangement. Discussion with the employee will follow the work-at-home assignment for an evaluation of the arrangement.

- I have completed all applicable documentation as indicated below:
 - An explanation of how productivity will be monitored.
 - A brief description of the work to be accomplished at home.
 - The dates for working at home and the daily work hours.
 - A telephone number where the employee can be reached during the work schedule.
 - A record of College equipment to be used at home.
 - Employee has provided medical documentation of quarantine for self, or someone for whom the employee is a primary care giver, or evidence of a relevant K-12 school closure.

I will monitor for reasonable productivity by having the employee submit weekly updates of progress, by establishing deadlines for completion of projects and by comparing results with those of on-site employees with similar responsibilities.

Supervisor's Signature: _____ Date: _____

Supervisor Approval of Work-at-Home Situation Approved Not Approved

Dean/Administrator Signature: _____ Date: _____

Vice President's Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Illinois Valley Community College

Work-from-Home Addendum

_____ will work at home from _____ through _____.

The daily work schedule will be _____. This employee can be reached at _____ during these hours.

Duties to be performed are:

Employee Signature: _____

Date: _____

Forward this form and all completed documentation to Human Resources.

Sample Work-from-Home Log

Illinois Valley Community College Work-from-Home Log - COVID-19 Protocol

Name: _____

Title: _____

Department: _____

Time Start	Time End	DAY 1 TASKS (enter date)	DAY 2 TASKS (enter date)	DAY 3 TASKS (enter date)	DAY 4 TASKS (enter date)	DAY 5 TASKS (enter date)
8:00 a.m.	9:00 a.m.	<i>Conference Call with XXX</i>	<i>Responded to emails</i>	<i>Completed Monthly Reporting</i>	Dept Meeting (Zoom)	<i>Responded to emails</i>
9:00 a.m.	10:00 a.m.					
10:00 a.m.	11:00 a.m.					
11:00 a.m.	12:00 p.m.					
12:00 p.m.	1:00 p.m.					
1:00 p.m.	2:00 p.m.					
2:00 p.m.	3:00 p.m.					
3:00 p.m.	4:00 p.m.					
4:00 p.m.	5:00 p.m.					