Good Afternoon,
The campus wide online Telecommuting Agreement (TCA) is now available. This form is specific to temporary remote work arrangements related to the COVID-19 situation. This is an online form that requires your university Net ID and password to access. Once submitted by the employee the form routes to the designated Supervisor for approval and then to CI MED Human Resources. All staff working remotely either partially or fully must complete this form, if possible by March 25th. Individual colleges approve these forms; central campus then collects the forms and will provide information to the Chancellor’s office regarding the overall number of campus employees working remotely.

UIUC COVID-19 Remote Work Protocol Telecommuting Agreement

The TCA form is initiated by each individual employee. If you are receiving this email you must complete this form.

Important information regarding the TCA form is below. Please read before completing the form:
Please complete all fields on the form.
Please complete the following fields with the information as indicated below:

- **Name of Department:** Carle Illinois College of Medicine (enter this regardless of your functional area/work group)
- **NetID of Supervisor:** Use the appropriate NetID from the list below (your highest level supervisor in your work area):
  - Academic Affairs – jlrowen
  - Administration (direct report to the Dean) – kingli
  - Business/Finance - phoey
  - College Administrative Support – finefiel
  - Community Partnerships - rubymen
  - Human Resources – karenmcl
  - IT - tjebe
  - Marketing & Communication - phoey
  - Student Affairs - teradani
- **NetID of Dept Head:** karenmcl (this allows all forms to route to college human resources)
- **Start Date of TCA:** 3/16/20
- **End Date or Renewal of TCA:** 5/15/20. Please Note – We do not know how long employees will work remotely as a result of COVID-19 precautionary measures. The campus is operating in 2-week planning increments in response to this developing situation. A May 15, 2020 date is being used to avoid the possibly of having to frequently renew this form. It is important to note that the University may at any time change any or all of the conditions under which an employee telecommutes or may terminate the telecommuting arrangement.
- **Description of Work Space:** This does not need to be overly detailed. Describe room in the house/apartment, and other basic characteristics of the work space (table or desk etc).
- **University Assets to Be Used:** Please list all university equipment/items being used for remote work (laptop, monitors, printers, phone). Include each item’s P-Tag or Serial Number and a brief description
of each item.

- **Work Description** – Should be descriptive but does not need to be overly detailed. If remote work is the same or very similar to in office work it is sufficient to say: *Normal daily work* or *Work as assigned*.

- **Communications and Feedback** – Indicate how staff member will regularly communicate with supervisors and team – regular email, team meetings and/or 1:1 meetings via Skype or ZOOM.

- **Fair Labor Standard Act (FLSA) restrictions.** This applies only to Non-Exempt employees (overtime eligible employees). Non-Exempt employees must receive approval in advance for any overtime work and must ensure that they provide an accurate and complete report of all work hours for each bi-weekly pay period. For Non-Exempt employees this section can be noted simply as: *Pre approval for overtime is required; will submit accurate and complete reporting of work time bi-weekly.* If you are Exempt (salaried and not eligible for overtime) simply enter N/A.

Please complete the form by March 25th, earlier if possible. Thank you for your attention to this form. Questions? As appropriate, please contact your supervisor, or me directly.

**KAREN MCLAUGHLIN, MHRIR, SPHR, SHRM-SCP**

*Director of Human Resources*  
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