

Academic Professional and Civil Service Employees - CRITICAL PROCESS REQUIREMENTS

REQUIRED PROCESS FOR APPROVAL TO WORK FROM HOME DURING COVID-19 – PLEASE READ CLOSELY AND FOLLOW ALL STEPS OUTLINED BELOW PRIOR TO TELECOMMUTING

If based upon the department's business needs, Head/Chair approval and equipment/access availability, you determine that telecommuting either full or part-time may be an option for some of your staff, we are asking that you work in conjunction with your department administration in **utilizing all of the steps outlined in the order below**. Our goal is to approve the telecommuting process for staff within 48 hours of receipt of your forms. Please do not telecommute prior to approval by both Human Resources and CIS.

Step 1 - Human Resources (return to Ikeeton@uic.edu)

1. Please review the attached **Guidance for Managers from UIC HR Regarding COVID-19**.
2. Human resources will require that an **UIC Telecommuting Agreement** be completed in its entirety for ***all Academic Professional and Civil Service staff telecommuting***.
3. Please discuss with your employee the ***temporary*** nature of all telecommuting agreements, the need to work substantially the same hours, how you will track time/productivity, and the need to stay in contact with the department. Please stress that there are times they may still be required to return to campus.
4. The department will receive an email of approval from Human Resources.
5. Proceed to CIS instructions.

Step 2 – CIS (return via email to ciscomm@uic.edu)

6. Please review **Technical Guide to Remote Working**.
7. Please also include an updated **Security Compliance Form**.
8. Please complete a **Remote Access Policy** for all employees working from home (attached)
9. If the employee will be utilizing a department laptop, please complete the **Equipment Loan to Employees and Students Form**. Once complete, please call 671-3445 to schedule the required laptop update.

10. If you will be requesting remote access for multiple employees, please complete the [Remote Access Bulk Request Spreadsheet](#). *This is the only step needed to provide remote access for faculty.*
11. Once CIS approves, the user will receive an email with instructions. This email will be copied to the Head/Chair and department administration.
12. CIS will be available to support staff from 7:30 am to 9:00 pm, Monday through Friday, 671-3400 or ciscomm@uic.edu. (Students and faculty should call 671-3401 for assistance during the same hours)

Confirmation from HR/CIS will be important to ensure that the employee can effectively work from home. It will take a lot of coordination and cooperation to get the process completed in a timely fashion.

Note: If you have questions or concerns regarding transitioning to on-line curriculum, please contact Leslie Hammersmith.

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