

**From:** [Murphy, Heather](#)  
**To:** ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU" \(LIBNEWS-L@LISTSERV.ILLINOIS.EDU\)](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)  
**Subject:** COVID-19: Remote Work Eligibility and Approval Process  
**Date:** Tuesday, March 17, 2020 8:04:38 PM  
**Attachments:** [image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[COVID-19 Guidance for Managers.pdf](#)

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This message describes the process by which the Library will coordinate work during the Library's COVID-19 response. It also includes specific instructions that must be used to formalize telework agreements.

As Dean Wilkin indicated earlier this afternoon, we strongly encourage remote work where possible, while also ensuring that we meet campus needs. While we anticipate that some onsite work will be required, we seek to move as much work as possible off campus.

To continue practicing social distancing, Illinois Human Resources for the Urbana-Champaign campus is requesting that, where possible, employees be transitioned to remote working duties by [March 25, 2020](#). They have relaxed the normal eligibility requirements and have stated that **ALL** employee groups are eligible for remote work assignments. This includes Civil Service non-exempt, Graduate Hourly, Academic Hourly, Student Workers, and Extra Help employees.

**For all employees:**

- Please discuss remote work options with the person to whom you report.
- **Once a decision is reached to allow either full or partial remote work, you must complete the ["COVID-19 Remote Work Protocol Telecommuting Agreement."](#)**
- The Remote Work Protocol Telecommuting Agreement has automated routing and allows an electronic signature.
- Once the form has been signed by all parties, it routes to Illinois Human Resources and will be kept as an official document with them.

**Library supervisors/managers:**

- Please be as creative as possible in determining remote work duties for all employees. Wherever feasible, work should be modified to be completely or partially remote for the duration of the COVID-19 response.
- Please work to help employees overcome barriers which may prevent the employee from working remotely (scheduling remote meetings via Zoom/Skype, obtaining supplies, etc.).
- The AULs will work with you to identify remote work possibilities where possible.
- If remote work is not possible, we will work with you to ensure that onsite work is completed in as safe a manner as possible, in line with the guidance document for managers that we sent yesterday (also attached for reference).

We appreciate the challenges remote work assignments will present to many of our units. Over the

next few days, we will be working with all of you to help provide additional remote work support mechanisms, including alternate work ideas and training opportunities.

**HEATHER MURPHY**

*Chief Communications Officer*

University Library | University of Illinois at Urbana-Champaign

435 Library | 1408 W. Gregory Drive | M/C 522

Urbana, IL 61801

217.333.3758 | [hmurphy@illinois.edu](mailto:hmurphy@illinois.edu)

[www.library.illinois.edu](http://www.library.illinois.edu)



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