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**Subject:** COVID-19: Telecommuting Agreement FAQs  
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Here are some of the more frequently asked questions we are getting regarding the COVID-19 Remote Work Telecommuting Agreement form:

- **Who should submit the COVID-19 Remote Work Telecommuting Agreement form?**  
AP, Civil Service Professional, Civil Service Non-Exempt, Graduate Hourly, Academic Hourly, Extra Help and Undergraduate Student workers should fill out the [COVID-19 Remote Work Telecommuting Agreement](#). Faculty are not required, but may do so if desired.
- **Are all undergraduate hourly employees eligible for remote work? Is the idea that we should try to offer them the same number of hours they would have had under normal circumstances, if we have work they can do remotely?**  
All employees may work remotely if their duties allow them to do so. As much as possible try to offer the same number of hours if they have work they can do remotely. Please email your AUL for a list of suggestions if needed.
- **I am a Graduate Assistant, do I need to complete the Remote Work COVID-19 Remote Work Telecommuting Agreement form?**  
Illinois Human Resources, Labor and Employee Relations and the Graduate Employees' Organization have determined that our Graduate Assistants do not need to complete the remote work agreement.
- **If an employee has two appointments, does that need to be explained on the form?**  
Only if the appointments are in two different units with different supervisors. If that is the case, the employee will complete two separate forms (one for each supervisor to approve).
- **What beginning and end dates should we use?**  
The campus is working in 2-week periods. The start date should be the first day an employee begins working remotely from home. The end date has some flexibility, but if we follow the campus model, you would want to make the end date 2 weeks after the start date. A new form may be completed if we reach the end date and still need to have remote work options available.
- **How detailed should the description of workspace and location be? Is a very short, general statement sufficient?**  
The location description can be very brief and general, for example "kitchen table in permanent residence." The work description can also be brief, such as "perform regular job duties" as well as list any special projects.

- **What is FLSA?**

FLSA stands for the Fair Labor Standards Act. This law covers minimum wage, overtime pay, hours worked by the employee, record keeping, and youth employment standards for employees both in the private sector and in federal, state, and local governments.

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. In short, if you are an employee that is eligible to earn overtime/compensatory time, you have an FLSA restriction.

- **Is there a way to recall a Remote Work Agreement that went to the wrong supervisor?**

Not at this time. The form is fairly short, so if there are any errors, please just create a new one and submit it. The supervisor will then keep the correct PDF form on file for their records. (After the form is fully processed the supervisor will receive an email with a PDF.)

- **Will staff be allowed to take their work computer equipment home if needed to perform their usual work duties remotely? (Employee can in fact do the majority of their normal work remotely, but doesn't have suitable computing equipment at home.)**

Employees can take laptops that are assigned to them home. At this time, desktop computers and associated monitors may not be taken home. The Library has no mechanism to support the use of such devices in a home environment.

If you have any questions, please reach out to [Skye Arseneau](#) (Human Resources).

## **HEATHER MURPHY**

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