

May 5, 2020 - Update

**Kishwaukee College Non-Bargaining Unit Employees
COVID-19 Remote Work Expense Stipend & On-Campus Work Assignments – Effective May 18, 2020**

The information below is an attempt to clarify the current plan for providing a COVID-19 remote work expense stipend along with procedures for on-campus work assignments for Non-Bargaining Unit Employees for the time period beginning May 18, 2020 and planning through the time period in which the College is operational but the majority of employees will be working remotely. Only Non-Bargaining Unit employees who are actively completing remote work assignments are eligible to request and receive the remote work expense stipend.

- The College agrees to pay Non-Bargaining Unit Employees a stipend of \$50.00 per month beginning June 1, 2020 and payable on the end of the month payrolls for each month in which the stipend is applicable.
- The Administration will notify Non-Bargaining Unit Employees if there are significant changes in College operations or if the need arises to revisit the continuation of the stipend.
- Non-Bargaining Unit employees will need to submit the appropriate reimbursement form (available on myKC). The completed form must be submitted electronically to payroll at kishhr@kish.edu by the 15th of the month for any months in which the employee is requesting the stipend and the stipend is applicable. Non-Bargaining Unit employees who have previously completed the reimbursement form will not need to submit it for any subsequent months, they will automatically continue to receive the reimbursement as long as it is being offered and they continue to work remotely.
- Non-Bargaining Unit employees will be requested to work on campus when they are deemed by the administration to be essential employees. Non-Bargaining Unit employees assigned to work on campus, may choose not to work on campus for reasons other than those outlined in the Families First Coronavirus Response Act (FFCRA), and are able to request the use of vacation, personal, or comp time to cover these hours. Non-Bargaining Unit employees not having available leave time, and choosing not to work on campus after being assigned to do so, will need to contact Human Resources to discuss possible options.
- The College will require essential employees working on campus to wear specific Personal Protective Equipment (PPE) and will provide the necessary PPE for employees to perform the work required of their position. The College will work with employees to ensure we remain in compliance with social distancing requirements.
- Non-Bargaining Unit employees will not be eligible for any additional reimbursements, stipends, or additional equipment requests or expectations in exchange for working remotely.