


Date: May 4, 2020
To: Kishwaukee College Support Staff (KCSS) members
From: Laurie Borowicz, President
Memo: KCSS Remote Work Expense Stipend and On-Campus Work Assignments – effective May 18, 2020

The information below is an attempt to clarify the current plan for providing a remote work expense stipend along with procedures for on-campus work assignments for KCSS Support Staff 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 the unit will be working remotely.

- The College agrees to pay KCSS Support Staff Bargaining Unit Employees a stipend of \$50.00 per month beginning May 18, 2020 and payable on the end of the month payroll for each month in which the stipend is applicable.
- The Administration will meet with the KCSS union leadership if there are significant changes in College operations or if the need arises to revisit the continuation or discontinuation of the stipend.
- KCSS 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.
- KCSS 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.
- KCSS Bargaining Unit employees agree to work on campus when they are deemed by the administration to be essential employees. KCSS 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. KCSS 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.
- The KCSS Bargaining Unit agrees that it will not seek any additional reimbursements, stipends, or additional equipment requests or expectations in exchange for working remotely.


Signature
President, Kishwaukee College

Date: 5-4-20

Eric Hermann

Signature
President, KCSS Bargaining Unit

Date: May 4, 2020

Signature: Eric Hermann
Eric Hermann (May 4, 2020)

Email: eherrmann@kish.edu