

Date: March 16, 2020
To: Kishwaukee College Employees
From: Laurie Borowicz, President
Memo: Update on the COVID-19 (coronavirus) outbreak and its effect on College Operations

Due to the fluidity of this constantly changing situation, we are updating you on additional actions the College is taking in regards to COVID-19. First, let me reassure you that at this time there have been no reported or confirmed cases of Coronavirus at Kishwaukee College or in our district.

The information below is an attempt to clarify the current plan for the College over the next few weeks. There are some essential positions at Kishwaukee College that will require an employee to be physically present in the workplace or working via telecommuting during the period in which the College is closed. These employees will be identified by their supervisors.

Beginning Monday, March 16, 2020 thru Wednesday, March 18, 2020 - (College Open)

- The College will operate as usual with the campus remaining open and individuals who do not report to work utilizing their available sick, vacation, compensatory or personal leave. Employees who do not report to work and do not have available leave time will need to check with Human Resources for alternative options.

Thursday, March 19, 2020 thru Sunday, March 29, 2020 - (College Closed)

The College will be closed during this time period.

- Employees will receive compensation as per regular campus closure policies (i.e. snowday).
- Employees requested to perform essential duties during the closure (supervisor approval required):
 - KCSS employees will be paid their regular workday hours and receive additional special assignment pay for any hours worked during the closure at one and one half times their salary. There is a required form that must be completed to document the time worked.
 - Non-represented staff (excluding Administrators) working during the closure (supervisor approval required) will be paid for their regular workday hours and receive additional special assignment pay for any hours worked during the closure at one time (straight time) their salary or choose to receive "floating leave time" at one time (straight time) the hours they work. Grant-Funded employees are eligible for floating leave time only. There is a required form that must be completed to document time worked during this period.
 - Administrators will be working during the closure. Details will be provided to administrators via their supervisor.

Monday, March 30, 2020 thru Thursday, April 9, 2020 – (College Open) – Social Distancing Being Encouraged where possible.

- The College will be open during this time but we are encouraging social distancing.
- Employees will receive compensation for their regular work day.
- KCEA faculty covered under Section 7.8 of the KCEA collective bargaining agreement will be providing instruction and office hours either remotely or on campus.
- KCAEA faculty will be providing instruction either remotely or on campus.
- Non-represented staff, KCSS staff, KCEA Other Employees (as referenced in Section 7.9 of the KCEA CBA), (excluding Administrators) may choose to work on campus, remotely, or may elect not to work during this time and will continue to receive their regular compensation. Employees working during this time period either on campus, or telecommuting will be paid their regular compensation for their normal workday hours and receive additional special assignment pay for any hours worked at one time (straight time) their hourly salary for actual hours worked or choose to receive “floating” leave time at one time (straight time) the hours they work. Grant-Funded employees are eligible for floating leave time only. There is a required form that must be completed to document time worked during this period.
- Administrators will be working during this time. Details will provided to administrators via their supervisor.