The following are the detailed steps that you will need to complete to request telework. This request must be fully completed and approved by all individuals prior to telework starting and you have received back the approved copy (one will be put in your employee file as well). Please note that telework agreements are only valid for the period that is on the form (can be semester or up to one year). Please make sure to read the full agreement page prior to acknowledging and submitting the request.

1. Sign on to Peoplesoft. This can be done when on-site or through VPN. You CAN NOT submit a paper copy.

User ID	
KEDIGER	
Password	
Select a Language	
English	

2. Select Telework



#### 3. Select Add Request

If you already have one started, it will be shown here in draft status and you can select it. If this is a renewal, you select add request as you need a new agreement.



4. Enter the start date and end date

Start Date should be the date you will begin teleworking (not current date).

For renewals it should be the first date after your current telework agreement expires. If this is for a specific period of time (one semester if your hours change from semester to semester for example)

End Date will default to one day prior to a year from start date. If this is for a specific period of time, you should enter the correct date

✓ Telework Request	Add Request	<u>ଜୁ ୯</u> :
Katie Ediger Librarians - Ni - Full-Time Librarians - 303 Library - Truman College		
Add Request		
	"Start Date 12/01/2022	
	"End Date 11/30/2023 T	

Select Next to Continue

5. Screen opens to the Telework Guidelines. Be sure to review these guidelines as you have to acknowledge at the end that you did so.

Definition of Normal States       CCC Televoir Aduations         Coc Trivers Aduations       CCC Televoir Aduations         Coc Televoir Aduatin	Ext	Telework Request
COC Televork Quidelines         CCC Televork Quidelines           Construction         Televork Quidelines           Constaliant         Televork Quidelines and pro	Librarians - Ni	Next
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2) a stand       The Server A triple allows englise englises to survice non new or the approved with iteration and engineers and allows the standard with human accordance with the Telework Policy CCE is upfore any service any serv	Fallen	City College of Chicago ("CCC") has implemented a Telework Policy (the "Telework Policy") that is effective as of October 31, 2021. The terms and conditions of the Telework Policy are hereby incorporated into and made part of this Telework Agreement (the "Telework Agreement"). In the event of a conflict between the Telework Agreement and the Telework Policy, the Telework Policy shall govern.
Achoredigenetic         Terms reporting the employee such that and the standard work householded.           Private and submit         For the reporting, the employee manufacture the COCVides Web Cock.           Private and submit         For the reporting, the employee manufacture the COCVides Web Cock.           Private and submit         For the reporting, the employee manufacture the COCVides Web Cock.           Private and submit         For the reporting, the employee manufacture that colleagues, including attenting meetings on belevoik, day, via blephone and/or web conferencing solutions.           Private and submit         For State           Private and submit         For the reporting solutions.           Commutation does communication and standards of professionalism whe bleeworkours;         For State           Commutation does communication and standards of professionalism whe bleeworkours;         For state           Advise of associated with their voice where weak and emails the same does where applicable if employee shall.         For state           Complete required communication and standards of professionalism with bleeworkours;         For state           Advise of associated with their voice dock where applicable if employee doesn't able of converting the voice dock where applicable if employee doesn't able of converting the voice dock where applicable if employee able of converting where applicable if employees and applicable if employees and applicable is approximated and applicable if employees and on their state and applicable if employees and applicable if employees and applicable is	Not Started	The Telework Policy allows eligible employees to work from home or other approved work location under certain conditions which are described in the Telework Policy. The terms and conditions of employment, including all CCC policies and proceedings. and all department policy and policy access the telework argument telework and policy access the telework argument telework and policy CCC is under for obligation to approve any Telework Agreement. The decision whether is access the telework and policy access the telework area being access the telework and policy access the telework area being access the telework and policy access the telework area being access to access the telework access the t
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Exercision Exercise		who Taxats The approve will maintain contact with their work unit/department and colleacues, inclusion attendion meetings on belevork daws via belechone and/or web conferencing solutions.
		Communication
Concentration and Electrics The employee that allocate COV/whick leds in replacement of on-able clock where applicable. If employee doesn't alloce COV/whick for time reporting they will continue with their process as it currently is completed. The employee's componentiation and benefits shall not be address by beloworking. For employee to belowork in, the employee all not work eventime whost provides approval from their Supportant Database. Exception and benefits shall not be address by beloworking. For employee to belowork in, as innelly, efficient, and provides approval from their Supportant Database. Exception and benefits and approval and only and compares and only and compares and only and the employee to belowork in a simply, efficient, and provides approval from their Supportant Database. Exception and the employee and approval provide approval provide approval provide approval from their Support and the employee is temportated and approval provide appro		Be available to supervisors and accleagues by telephone, video conference and early growthours;     Make all reasonable attempts to rotum calls and emails the same day they are received;     Complete required communications with Supervising Takages;     Attend meetings via telephone histoconference; and     Have office reveared as to therefore, called, esable.
Equivalent and Exercises Exercise the minimum equipment and software necessary for the employee to telework in a timely, efficient, and professional manner. In determining which equipment shall be provided by CCC, CCC shall consider appropriateness and availability. The employee is required to refur any CCC aquatimetric and property upon request after the feature priority prior of the control end. CCC will marking all equipment counced by CCC. The employee will not perform maintenance or repairs on CCC- counced equipment without prior written approval from CCC. The employee is required to service costs, maintenance, and repair of employee-ander equipment. Only CCC-counced equipment may be installed on CC-counced equipment. The employee many not install or download any other software to CCC-counced equipment without CCC's written approval. All software that an employee uses for felevorik must be increased by the software manufacturer. The employee shall never purchase or rent equipment, services or supplies on the assumption CCC within employee interest. Information Security		Concernsation and Benefits The employee shall utilize CCCWarks Web clock in replacement of on-site clocks where applicable. If employee doesn't utilize CCCWarks for time reporting they will continue with their process as it currently is completed. The employee shall not work overme without provide benefits shall not be affected by teleworking. For employees eligible for overtime, the employee shall not work overme without provide approximation that Supervising Managar.
CDC will marked and explorent owned by CCC. The employee will not perform maintenance or repairs on CCC owned equipment without prior written approval from CCC. The employee is responsible for service costs, maintenance, and repairs of employee-based equipment. The employee has been approved and the explorent without prior written approval from CCC. In employee has been approved from CCC. The employee has been approved from CCC. The employee has been approved from the explorence of the explorence in the explorence of the explorence in the explorence of the explorence in the explorence in the explorence of the explorence interval.		Equipment and Expenses CCC shall determine the minimum equipment and software necessary for the employee to telework in a finely, efficient, and professional manner in determining which equipment shall be provided by CCC, CCC shall consider appropriateness and availability. The employee is required to return any CCC equipment and property upon request after the telework period is completed.
Only CCC-ourned software may be installed on CCC-ourned equipment. The employee may not install or download any other software to CCC-ourned equipment without CCC's writen approval. All software that an employee uses for telework must be licensed by the software manufacturer. The employee shall never putchase or rent equipment, services or supplies on the assumption CCC shall reinitures for the cost. CCC's prior written approval must be obtained prior to any expense being incurred. Information. Security		CCC will maintain all equipment owned by CCC. The employee will not perform maintenance or repairs on CCC owned equipment without prior written approval from CCC. The employee is responsible for service costs, maintenance, and repairs of employee-owned equipment.
The employee shall never purchase or rent equipment, services or supplies on the assumption OCC shall remburse for the cost. CCC's prior written approval must be obtained prior to any expense being incurred. Information Security		Only CCC-owned software may be installed on CCC-owned equipment. The employee may not install or download any other software to CCC-owned equipment without CCC's written approval. All software that an employee uses for televork must be increased by the software manufacturer.
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		Information Security The endlower behaviors will follow the PCP Balaice and Chu College of Churce Mark also de Additionality the endlower chall accurate the following

Select Next or Request Details on the left side to Continue

6. Enter the fields on this screen as necessary

Remote Worker Type:	Constant "Hybrid"
Remote Work Reason:	Either New or Renewal
Remote Location:	Select Home – shows your address. Please verify this is your
	correct address. If not, please be sure to update your records in HRIS
	system to reflect correct address.

Remote Days: Select Specific Days of the week in drop down

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Katie Ediger Ubrarans - Ni	Telework Request
CCC Telework Guidelines • Voted Request Details	Request Details 58xr0.0xe 12012022 End.0xe 11302023 Details Cetails
Equipment and Other Instructions O Not Stand Acknowledgement	'Remote Works Type Hybrid v Remote Work Reason b v Remote Location v
O Net Stand Review and Submit O Net Stand	'Remote Days v When applicable days of the work and modified with supervisor approval

All the days of the week will appear in bubbles.

Select the days that you are remote (bubble turns blue)

Enter your estimated scheduled Hours for every day (note that it reflects whether

home or on-site) – This should be the actual hours you will be working each day (i.e. 8:00

– 5:00). Please make sure to include the time of your non-paid lunch.

Select Next Equipment and Other Instructions to Continue

X Exit		Telework Request
Anton Rice Reprographic Tech - Part-Time		() Not >
CCC Telework Guidelines Visited	Request Details Start Date 11/30/2022 Details	End Date 1129/2023
Equipment and Other Instruction	"Remote Worker Type Remote Work Reason	Hybrid w Here w
Acknowledgemen     O Not Started      Review and Submit     O Not Started	Remote Location Address	Home v 66115 Candon Cocayo B. 6049
	"Remote Days When applicable the days of the week can be modified with supervisor approval Select Telework Days. Enter BeoinEnd Times for All Work Days Including	Secolic Days Per Week *
	Mon Remote Begin/End Times	85.30
	Tues On-site Begin/End Times	8-5-30
	Wed Remote Begin/End Times	8530
	Thur On-Site Begin/End Times	8-5:30
	Fri Remote Begin/End Times	85.30
	Sat On-Site Begin/End Times	4

Once you have hit Next, if you are limited by category it will pop up an error message and not allow you to continue until you resolve

	Remote Location Home V	
	Request limited to 2 days	
	Tou can only request up to 2 days per week telework, please deselect exita days.	
	ОК	
with s	supervisor approval.	

7. Enter the equipment that you will be taking back and forth to work from home. Please note that you are not allowed to take monitors from the building to telework.

Select Save Answers and then select Next or Acknowledgement to Continue

Ð#	Telework Request	
Katie Ediger Ubranians - Ni		() Mext )
CCC Telework Guidelines • Voted Request Details • Complete Equipment and Other Instructions	Equipment and Other Instructions Provide information as needed 1. List equipment provided by CCC to the employee for telework Laptop, power card & headphones	Sava Antawers
Acknowledgement Not Started Not Started Not Started	. Wisetteneous Instructions Other	

8. Read the acknowledgements and then select the check box to acknowledge that you have read the telework guidelines and understand that this is not a guarantee.

Select Next or Review and Submit to Continue

X Ext	Telework Request	
Katie Ediger Libranans - NI		d <b>&gt;</b>
CCC Telework Guidelines Visited	Acknowledgement	
Complete	Termination and Ameriments THIS TELEVORK AGREEMENT IS NOT A GUARANTEE OF EVER-OMMENT OR A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIC PERSOD OF TIME. COMPENSATION TERMS, CONDITIONS OR BENEFITS. EMPLOYMENT FOR ANY REASON OR NO REASON WITH OR WITHOUT NOTE. OR OUSE, THIS TELEWORK AGREEMENT ON BE TERMINATED AT ANY T WITHOUT MONTHE. THE THE COC OR EMPLOYEE MAY TERMINATE DIFFORMET FOR ANY REASON OR NO REASON WITH OR WITHOUT NOTE. OR OUSE, THIS TELEWORK AGREEMENT ON BE TERMINATED AT ANY T	WILL,
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Acknowledgement     In Progress	I hereby certify that the information being submitted is true and correct to the best of my knowledge.	
Review and Submit O Not Started		
		405 PM

9. Review screen comes up. Select Submit to continue

× Exit	Telework Request	
Anton Rice Reprographic Tech - Part-Time		
		Previous     Submit
CCC Telework Guidelines Visited	Review and Submit	
Request Details Complete	Start Date 11/30/2022 End Date 11/29/2023 Details	
Equipment and Other Instructions	Remote Worker Type Hybrid	
Complete	Remote Work Reason New	
* Acknowledgement	Remote Location Home	
Complete Review and Submit Visited	844 IS Cardon Address Chcap, IL 60649 Urss Scotte Dava Barthad	
	When applicable the days of the week can be modified with supervisor approval.	
	Select Telework Days, Enter Begin/End Times for All Work Days Including Unpaid Lunch (i.e. 8am-5pm)	
	To Wind Thur Fit Sat Sun	
	Mon Remote Banin/End Times 8,530	
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	Wed Remote Begin/End Times 8-5-30	
	Thur On-Site Begin/End Times 8-5:30	
	Fri On-Site Begin/End Times 8-5:30	
	Sat On-Site Begin/End Times	
	Sun On-Site Begin/End Times	
	Equipment and Other Instructions	

The following screen will pop up to confirm. Select Yes

Are	you sure you want to submit this request?
	Yes No

If you select No, it returns to previous screen for you to modify and resubmit.

Approval screen pops up so you are aware what the approval process is. Employee Portion Complete.

	Interiori, Continu	ation	(ii) q
	VReport has been submitte	d successfully	
Katle Ediger Literature - N. Fall Smallbrarlans - 203 Litery - Tarman College			
	Telework Approval		
	- Remote Worker Approval	Panding	
	Telework Approval TRUMAN		
	😨 Pending		
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